

YWCP Board of Trustees Meeting

Date: Friday, January 4, 2019
Time: 8:00 am
Location: Young Women's College Prep
Hoover Drive

Minutes officially approved on
February 1, 2019.

Respectfully Submitted:
Barbara Jarzyniecki, Board
Secretary



MINUTES

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

Belimar Velazquez (Processing Application for SED approval)

Absent: Chuck Falcón

School Administration: Barbara Zelazny, Principal, Roberta McInnis, Director of Operations

Foundation Representative (Director of Development): Lauri Bonnell

I. Call to Order: Laura Norris, Chair

Laura Norris called the meeting to order at 8:05 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 December 7, 2018 (Regular Meeting Minutes):

Norris asked for a motion to approve meeting minutes from **December 7, 2018 Regular Board Meeting**. Julia Green advanced the motion and Carolyn Vacca seconded the motion. Kristin Lowe offered a revision to the minutes distributed prior to the meeting. All agreed, minutes were approved unanimously.

VI. Executive Report: Norris

1) Board Committee Structure

Norris referred to the proposed Board Committee Structure. She stated that at the last meeting (December) there was extensive discussion regarding the Alumni Support and Relations Committee which was introduced as a new addition to Board Committees. She added that her action item was to discuss the proposed Committee Structure with Principal Zelazny, specifically, the Alumni Support and Relations Committee.

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She reviewed the entire proposed committee structure with Principal Zelazny. She stated that Principal Zelazny is supportive of the Committee structure as presented but wanted time to pre work the process for the Alumni Support and Relations Committee. She stated that she would introduce an engagement concept prior to constituting the committee.

Principal Zelazny confirmed that she is in agreement with the Board Committee structure and the significance of aligning the Committees' work with the Benchmarks.

Principal Zelazny stated that is time to address an alumni association since we now have YWCP's first graduating class. She added that the college counselors are continuing to learn to use the Naviance data base. She stated that she needs more time to understanding the school's role and work through the process for tracking students following graduation, bridge any gaps they may experience, and create a way to connect with the graduates.

Pam Kissel suggested that a staff member share the responsibility at the school level, from the point of leadership and management. She noted that the Principal's primary focus is student achievement, meeting benchmark targets. She continued to say that this is an arduous task moving forward. Principal Zelazny agreed and stated that the responsibility (at the present time) for the task lies within the counselors' role.

Johnston stated that the task should not a burden solely on the school. Vacca added that it was important to think about sustainability when assigning responsibility and management.

Referencing the Alumni Support and Relations Committee, Norris stated that the Board needs to give Principal Zelazny the opportunity to study, inform the process and deliver a tangible model moving forward.

Jennifer Weinstein, Jennifer Allen, LaQuanna Sparkman and Lowe added to the discussion centering on the need to help students secure more financial aid, close gaps and provide pathways and resources to solve issues while attending college, ways to support students who are finding it difficult after leaving high school, and identifying and supporting students who were accepted to college but may not have enrolled.

Norris asked to move the conversation regarding the status of the last graduating class to the March meeting. Kissel suggested that the Performance Evaluation and Education Committee could add the discussion to its agenda.

Norris asked for a motion to accept the Board Committee Structure as presented at the December Board Meeting, taking in consideration the Principal's request to review the objective of the Alumni Support and Relations Committee. Kissel advanced the motion and Weinstein seconded the motion. All agreed, the Board Committee structure was accepted unanimously. Norris stated that suggestions for possible Committee Chairs will follow.

2) *Farash Foundation Leadership Development Initiative*

Norris reported that she met with Steve Hamner (Breakthrough Leadership Group) on January 3. She stated that the Board did receive a \$5,000 grant from the Farash Foundation. She covered the extent of their discussion highlighting several topics: the outcome of the Board assessment survey, Board chair retreat and the consideration to develop an additional proposal to the Farash Foundation to support Board development. She outlined possible areas discussed: Board Doc Software, assistance with completing the Board's Performance Dashboard and Strategic Plan.

She added that they discussed avenues helpful to other Charter School Boards such as creating an exemplar addressing several areas: starting a school, understanding the operations of a school (revenue, liabilities, authorizer guidelines, policy development, staffing, student recruitment, etc.), Board recruitment and new member onboarding, ways of providing Board oversight versus micromanaging. Norris stated that investing the time to build a model may help other Charter School Boards.

She stated that the next round of proposals to the Farash Foundation are due January 27. She plans on meeting again to develop a grant proposal to cover additional support. Vacca asked that the Board review the proposal prior to submission. She also commented on the Board's professional relationship with the Farash Foundation and its importance to the work of the Board. Norris agreed to share the proposal via email.

3) *Director of Operations Performance Review*

Norris stated that she met with the Director of Operations (Roberta McInnis) to complete the Performance Review and they agreed to a set of goals. A quarterly meeting schedule was established.

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

Principal Zelazny expressed her appreciation to the Board and stated that during her absence the staff functioned at a high level on a daily basis and noted the outstanding preparation for the State visit. She made several comments about the visit by the State representatives and the feedback she received regarding YWCP as a beacon of hope. She added that David Frank and Vicki Smith (representatives, SED Charter School Office) are open to receiving more information regarding school success stories and are looking for more evidence of student achievement and meeting targets within the performance benchmark framework.

Norris suggested that the Board send an open invitation to the school's representatives on the Board of Regents (Andrew Brown and Wade Norwood) and Frank and Smith to visit YWCP.

1) *Enrollment Report*

Principal Zelazny stated that there are 353 students enrolled at the present time. She added that there are additional applicants covering various grade levels. A review of the extensive marketing campaign for recruitment will be presented at the February meeting.

2) *Farash Foundation: Data Driven Instructional Leadership and Capacity Building*

Principal Zelazny distributed a document prior to the meeting detailing a 6 month (January – June) project that she is participating in as a result of a (\$54,000) grant from Farash Foundation. She stated that the engagement plan will assess, develop and implement the systems and culture for data driven instruction in SY 19-20 as well as increasing the capacity of leaders to develop internal systems and practices for data driven instruction. She added that the second part of the project is to develop leaders to understand core competencies to strengthen leadership in current roles. Principal Zelazny noted the benefit to guiding her work and tailoring the knowledge for professional development. She stated that the intent is to build a cohort of emerging leaders for YWCP for the future sustainability of the school.

Norris and Allen commented on the importance of this project supporting the Board's goal of succession planning.

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

Kissel stated that following the meeting she is setting a schedule for monthly meetings for the remainder of the school year.

IX. Governance (Audit) Committee: *Jennifer Allen, Chair*

Allen stated that specific Board members were assigned a task to review pages 1-54 of the YWCP Policy Manual throughout the month of December. She is planning a formal report as a result of the review and if there are recommendations to revise policy she will ask for a discussion and Board approval to implement the changes.

X. Development Report: *Jennifer Weinstein, Chair*

Weinstein stated that the 2019 Leadership Breakfast will be held on Wednesday, October 23, 2019. She added that the timeline for planning and preparation needs to be adjusted and she return with a proposed schedule.

Weinstein stated that Lauri Bonnell and Jeff Wheaton are working on a short, simplified video to use during student recruitment and as a marketing tool for prospective donors targeting various audiences. She acknowledged that the dashboard addressing the demographic information needs updating.

- XI. Finance Committee: Chuck Falcon, Chair** (*Financial data was distributed prior to the Board Meeting for review – including November Budget Dashboard, Profit and Loss vs. Budget Statement, and Balance Sheet for November*)
- XII. School Operations: Roberta McInnis, Director of Operations**

Roberta McInnis stated that the enrollment remains stable and the IDEA Funds may come in lower than estimated. She stated they are keeping a close eye on the December financials and will report in February.

McInnis stated that they are currently reviewing the Form990. Board approval will follow the Finance Committee review and approval.

Allen referred to under budgeted areas listing the instructional program and software and interscholastic sports. She asked if there is a need to revisit the budget. McInnis stated that the school added more clubs and sport teams causing the increase in transportation. The Finance Committee is reviewing these areas.

Allen stated that after-school transportation continues to be a challenge for other charter schools as well and this is a great area to collaborate with other charter school.

- XIII. Old Business: Norris None**

- XIV. New Business: Norris**

Norris stated that she will join Principal Zelazny in February to attend a Student Leadership Network Conference in St. Louis.

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

- XVI. Adjournment: Next Meeting: February 1, 2019, 8:00 am**

Norris asked for a motion to adjourn the meeting. Vacca advanced the motion and Johnston seconded the motion. All agreed. The meeting was adjourned at 9:47 am.