

## YWCP Board of Trustees Meeting

Date: Friday, July 12, 2019  
Time: 8:00 am  
Location: Young Women's College Prep  
Hoover Drive, Room 134

Minutes approved on  
August 2, 2019

Respectfully submitted  
Barbara Jarzyniecki, Board  
Secretary



### MINUTES

**Board of Trustees Present:** Jennifer Allen, Chuck Falcón, Barbara Jarzyniecki, Erin Duffy Kruss, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

**Absent:** Julia Green, Suzanne Johnston, Pam Kissel, Kristen Lowe, Jill Wynn

**Foundation Present:** Director of Development: Lauri Bonnell

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

Laura Norris called the meeting to order at 8:00 am.

#### II. Roll Call: Jarzyniecki proceeded to the roll call determining Board Member attendance.

#### III. Public speakers: Jarzyniecki stated there were no speakers signed up to speak to the Board

#### IV. Approval of the June 7, 2019 (Annual Board Retreat Minutes): Norris

Norris called for a motion to approve Board minutes from the June 7, 2019 Board Meeting. Belimar Velazquez advanced the motion and Erin Duffy Kruss seconded the motion. All agreed. The minutes were approved unanimously.

#### V. Executive Report: Norris (report distributed prior to the meeting)

##### 1) Board Retreat

Norris thanked the Board members for attending the Retreat and actively participating with guest presenters from the Breakthrough Leadership Group. She reviewed some of the highlights of the Retreat and areas that require further attention:

- a. Agreement on the definition of "college" as the stated goal for YWCP students, i.e. a 4-year institution that confers Bachelor's degrees or higher, a 2-year institution that confers Associates degrees, other post-secondary education programs
- b. Board processes and operations, e.g. committee process, interfacing with the school, obtaining data and information, annual calendar

##### 2) Breakthrough Leadership Group

Norris referred to the notes from the Retreat as a result of the various sessions. She stated the original proposal from the Farash Foundation covered the meetings, Retreat and facilitation of a follow-up meeting. She explained that the work ahead exceeds what was covered by the grant and for that reason, a new proposal will be submitted to cover next steps. Norris stated that she asked the Leadership Group to complete a proposal to complete the Strategic Plan. She stated that she will circulate for the Board approval.

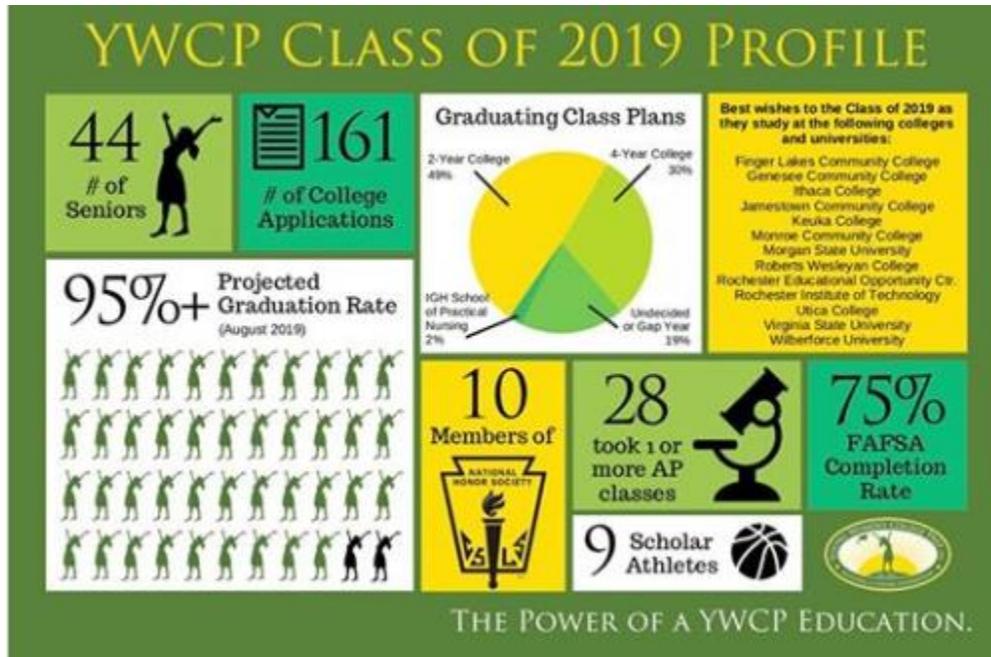
##### 3) Strategic Plan

Norris informed the Board that as a result of the retreat and Board participation, Principal Zelazny committed to prepare a draft Strategic Plan for the school by mid-August. She added that this will be a collaborative between the school leadership and the Board.

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#### 4) Graduation

Norris stated that the YWCP graduation was an event enjoyed by the families, staff, and the Board. The moving speeches, beaming graduates and very proud families made the day. She congratulated Principal Zelazny and staff for a job well done. She noted that this year's projected graduation rate is 95% with the result of the August testing. Norris complimented the Foundation for the outstanding postcard which documented YWCP successful results:



#### 5) Board Repository of Documents

Norris stated that an unfinished action item is the development of the Board's Repository of Documents. She indicated that in September there will be a work session regarding the direction we are considering.

#### VI. Audit (Governance Committee) Jennifer Allen

Allen referred to the work of the Audit Committee. She stated that there is ongoing work to review the written compilation from Board Committees addressing the Board's Policy Manual. She expressed appreciation for the additional funds to seek an external consultant with expertise in various sections of the Manual.

#### VII. Principal's Report: Barbara Zelazny, Principal (Absent due to Vacation)

#### VIII. Performance Evaluation, Education Committee: Pam Kissel, Chair

Kissel reported via email that the Committee is scheduled to meet with Principal Zelazny later in July to continue and complete the Principal Performance Evaluation for School Year 2018-2019.

#### IX. Development Report: Jennifer Weinstein, Chair (report distributed prior to the meeting)

Weinstein complimented the graduating students for their participation of the photo shoot sponsored by the Foundation. She added that this material will benefit the marketing strategy and support the fund raising efforts. Several Board members applauded the Facebook posts highlighting the graduating students and college/university acceptances and scholarships. She referred to the Leadership Breakfast, October 23, 2019 and honoree confirmation within the report. Report

highlighted a meeting with an ON Semiconductor representative about funding for a STEM program and grants from the Women's Foundation of Genesee Valley and Greater Rochester Health Foundation.

Weinstein reported that there is an opportunity for an article in the magazine published by Cornet Jewelers highlighting YWCP success stories. She added that there is a fund-raising event being planned in August. Weinstein turned to Lauri Bonnell to finalize the report.

Bonnell stated that she recently had a meeting with representatives from Rochester Institute of Technology's K-12 Liberty Partnerships Program (sanctioned by the State of New York Department of Education). Bonnell stated that the program provides various programs (Bioscience Camps, Future Business Leaders Experiences, GEARS (Girls Explore Adventures in Robotics, Health Care Careers Exploration , Imagine RIT, etc.) college visits, parent workshops, college and career exploration, summer camps and scholarship opportunities.

Norris asked Bonnell to meet and connect RIT representatives with Principal Zelazny regarding the Program when she is available.

**X. Finance Committee: *Chuck Falcón, Chair (May financial documents distributed prior to the meeting)***

Falcón stated that the final budget report for FY2018-2019 will be summarized and presented at a future meeting. He stated that the Committee is working on tweaking the budget reports comparing the full year budget distributed on a quarterly basis.

**XI. Scholarship Committee: *Erin Duffy Kruss (report distributed prior to the meeting)***

Erin Duffy Kruss stated the Committee met on June 26 and June 28. She stated that the Committee reviewed the seven scholarship applications and continued to review the list of parameters outlined by the Summers Foundation. She stated that the Foundation agreed to pay ½ of the financial gap for each student for all 4 years if they meet standards agreed upon within the scholarship guidelines for each college semester. The Foundation indicated that the scholarship should not be the sole means of support and the students' should seek other opportunities for funding. Duffy Kruss stated that the Committee proposed to pay off college debt after graduation and offered a graduated scale of how much college debt they would pay off based on GPA.

Duffy Kruss stated that she is establishing a mentor program for each scholarship recipient and asked for volunteers. Norris volunteered.

Jennifer Allen stated that the women from the Delta Sigma Theta Sorority may be interested in the mentor program.

She added that Duffy Palmer (former YWCP Board Chair - 6 years) plans on meeting with M&T Bank about helping each student with financial statements.

Several Board members had questions and comments.

Weinstein asked whether or not there is an appeals process to the Committee if a student falls below the GPA due to unforeseen circumstances. Duffy Kruss stated that the students should be constantly advocating for themselves and the connection with a mentor should help support the student during the college career. She stated there are set parameters giving the student sole responsibility and ownership for the scholarship.

Allen stated that it may be time to revisit the position of the YWCP Director of College Counseling. Norris stated that she would follow-through with Principal Zelazny.

**XII. Enrollment, Recruitment, Retention: *Belimar Velazquez***

Belimar Velazquez stated that she plans to schedule a meeting with Principal Zelazny and is seeking membership for her Committee.

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**XIII. Climate, Culture, Community and Family Engagement Committee: LaQuanna Sparkman**

LaQuanna Sparkman stated that she reviewed the benchmarks associated with her Committee work. She is securing membership (Professor, RIT, 3 YWCP parents, representative from the 441 Ministries). She plans on meeting with Principal Zelazny.

**XIV. School Operations: Roberta McInnis, Director of Operations**

*No report*

**XV. Old Business: Norris**            *None*

**XVI. New Business: Norris**        *None*

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

**XVIII. Adjournment: Next Meeting: August 2, 2019 8:00 am**

Norris asked for a motion to adjourn the meeting. Weinstein advanced a motion and Duffy-Kruss seconded the motion. The meeting was adjourned at 9:35 am.