

YWCP Board of Trustees Meeting

Date: Friday, August 2, 2019
Time: 8:00 am
Location: Young Women's College Prep
Hoover Drive, Room 134

*Minutes officially approved
on October 3, 2019
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Julia Green(phone), Suzanne Johnston, Erin Duffy Kruss, Kristen Lowe, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Jennifer Weinstein (phone), Jill Wynn (phone)

Absent: Barbara Jarzyniecki, Chuck Falcón, Pam Kissel, Belimar Velazquez

YWCP Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations

Foundation Present: Director of Development: Lauri Bonnell

- I. **Call to Order:** Laura Norris called the meeting to order at 8:00 am.
- II. **Roll Call:** Norris proceeded to the roll call determining Board Member attendance.
- III. **Public speakers:** Norris stated there were no speakers signed up to speak to the Board
- IV. **Approval of the July 12, 2019 (Board Minutes):** Norris
Norris moved the approval of the minutes to the Executive Report.
- V. **Executive Report: Norris** (Report distributed prior to the meeting)

Norris proceeded to adjust the agenda and bring all items requiring an official vote to the front of her report. Norris asked Board Members calling in to Face Time in order to reach a quorum. Julia Green and Jennifer Weinstein were on FaceTime during the official voting constituting a quorum.

Norris called for a motion to approve Board minutes from the July 12, 2019 Board Meeting. Kristin Lowe advanced the motion and Jennifer Allen seconded the motion. All agreed. The minutes were approved unanimously.

Norris asked if the Board had the opportunity to review the proposal to continue working on the Strategic Plan from the Breakthrough Leadership Group. Board members responded affirmatively. Norris proceeded to call for a motion to approve the proposal. Carolyn Vacca advanced the motion, LaQuanna Sparkman seconded the motion. All agreed. The proposal was approved unanimously.

Norris, in an order of regular business, asked for a motion to approve a second three year term for Pam Kissel from June 2019-June 2022. Kristin Lowe advanced the motion, Erin Duffy Kruss seconded the motion. All agreed. The term extension for Pam Kissel is approved unanimously in accordance with the Board's By-Laws.

1) Breakthrough Leadership Group

Following the approval for the proposal, the next steps are to develop the working documents and schedule follow-up meetings with the Board's Executive Committee and Principal Zelazny to forge ahead.

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Norris added that she received an offer from the Group to join a Board and Community Outreach Opportunity to Charter Schools in the Rochester area. She stated that this is pre-work for a planned Educational Summit in November (pending funding). She noted that regardless of funding for the Summit, Boards would receive the deliverables outlined in the proposal. Norris stated that the cost is \$1,000. There was extensive discussion by Board members and all felt given the work load over the next couple months that the Board should decline the offer at this time.

2) *School Lease*

Norris stated that it was time to renew the school's Lease. She stated that Kristin Lowe is working with Barbara Hasler on the negotiation of the Lease. Principal Zelazny and Roberta McInnis expressed concerns with the maintenance and security given the supervision in place and issues regarding the operations of the building. Norris and members of the Board discussed next steps in working with the Landlord to address the concerns.

3) *Annual Audit*

Norris stated that the Annual Audit is due November 1st. She stated that Jennifer Allen has joined the Committee. She stated that a pre-audit meeting with The Bonadio Group is taking place in August.

4) *Board Document Repository*

Norris will schedule a presentation to the Board in September or October for an overview of the Google Docs repository.

5) *Follow-up from July meeting:*

Norris stated that there are several action items from the July Board Meeting and she met with Principal Zelazny to discuss.

- 1) **Staff Survey:** Administered at the end of the school year. Principal Zelazny stated that results have been reviewed and were part of the discussion at the Leadership Professional Development during the summer. She stated that she will share the results with the Board at an upcoming meeting.
- 2) **Funding Request:** Norris stated that Principal Zelazny had several items, currently not budgeted, that would help support school programs and especially be helpful to the students. She is working with the Foundation to support the requests for funding.
- 3) **Board's Committee Charter for College Outcomes:** Principal Zelazny will provide an overview of College Outcomes in September.

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

Allen stated that the Committee did not have the opportunity to come together during the summer and a meeting is scheduled for September to continue the discussion regarding the onboarding process, the pursuit of a professional to review the Board Policy Manual following the Board member review of sections and suggested recommendations for change and the proposed changes to the Board's By-Laws which is on the agenda to meet the Charter School Office deadline of December 15th.

VII. **Principal's Report: Barbara Zelazny, Principal (Report distributed prior to the meeting)**

Principal Zelazny discussed the ongoing work to improve many of the existing systems and processes such as Advisory, data driven practice, assessment calendar, supervision and evaluation and various operations conducted on a daily basis highlighting the arrival and dismissal time. In her report, she talked about the further development of the Coaching Model, FLEX Friday, Curriculum Alignment, BASE Jr./Sr. and the Griffin Help Zone. She stated that it was important to create a reporting structure aligned with the benchmarks that provides the Board with certain data and information in a more comprehensive way using a set calendar listing important information and events.

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She stated that she is working on the Strategic Plan and will be sharing with stakeholders prior to the Board to obtain consensus from the school community and is aiming for October for a presentation to the Board.

Principal Zelazny provided information regarding the summer boot camp programs: 1) Regents Prep 27 hours, 2) Advanced Regents Diploma and 3) Institute for older students needing credit recovery.

Staffing Update

Principal Zelazny reviewed the staffing and changes for school year 2019-2020. She welcomed a new Physics/Intro to Optics Teacher, ELA/SPED Teacher, Physical Education/Health Teacher, Instructional Coach, Data Coordinator and the new Director of Athletics/Recruitment. She reported that she is still short an ESOL/SPED teacher and has a few candidates interested.

She pointed out the hiring of a new Music Teacher, who is a professional musician and voice coach, involved in drama courses and camps and worked in classrooms throughout the City. This appointment increased staff diversity and intent to hire teachers that are a mirror for the students. Principal Zelazny felt that this program needed more of a structure offering various opportunities for growth, by providing students with additional options in the study of the arts.

She added that the new Director of Athletics/Recruitment worked alongside of the previous director in developing the school's athletic program, understands the rules of the Section V league, has experience in promoting events is a life-long learner who is interested in educational leadership. She noted a plus, the students already know and relate to him.

She stated that a Vice Principal resigned to pursue another opportunity and she is reviewing the school's organizational structure and may utilize the position in a different way to support the administrative team and instructional program.

Calendar of Events

Principal Zelazny stated that she is developing an annual calendar of events for the Board and community to encourage ongoing engagement. She noted a few upcoming events: Faculty and Staff Kick off Breakfast (August 19), Senior Blazer Ceremony (August 27), Curriculum Night/Open House (October TBD).

She pointed out that this year's orientation for new families will include a dinner, babysitting siblings by the school's ambassadors, student orientation while parents are meeting with the staff.

Enrollment

Principal Zelazny stated that 40 7th grade students were fully registered before August 1. She stated that there is a waiting list and staff continues to connect with parents who registered, were accepted and whose applications are in progress of completion. She stated that if there is no movement after several contacts, the plan is to open the seats to those on the waiting list. The enrollment chart presented shows 367 students enrolled with a projection of 427 if all applications are completed.

Goals

Principal Zelazny stated that her goal is to present the High School Regents Data and Class of 2019 College Outcomes in September, a Teaching and Learning Report and Draft Strategic Plan/Calendar in October, Middle School Achievement Outcomes and Enrollment Status Report in November aligning with Benchmark 1, 2 6 and 9.

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

Suzanne Johnston and Principal Zelazny stated that the Committee met and discussed specific goals for the coming school year. The Committee will receive Principal Zelazny reflections (as part of her evaluation) when all performance data is received.

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IX. Development Report: Jennifer Weinstein, Chair

Lauri Bonnell reported that there are two fundraising events schedule in August and October. She stated that on August 22, a Guest Bartender Event will be held at 80W. She asked Board Members to promote the event and provide a gift for raffle either a gift card or bottle of wine.

She provided information on the Annual Leadership Breakfast and this year's honorees: Confirmed Honorees: U.S. Ceiling Corporation and Deborah Stamps, System VP for Quality, Safety & Innovation at Rochester Regional Health and a meeting is scheduled with the 3rd Honoree on 8/12. She talked about table sales and a new Peer-to-Peer fundraising campaign provided through 'Just Giving' to help supporters increase donations.

X. Finance Committee: Chuck Falcon, Chair No Report

XI. Scholarship Committee: Erin Duffy Kruss (Report distributed prior to meeting)

Erin Duffy Kruss reported that the Committee is in the process of working with M&T to provide a financial literacy course for the scholarship recipients before they leave for college. This program will help the students learn how to manage their money including budgeting, saving and the impact of accruing unnecessary debt and set up bank accounts.

She stated that the Committee is awaiting a response from the Summers Foundation to the proposed changes made to the scholarship parameters.

XII. Enrollment, Recruitment, Retention: Belimar Velazquez No Report

XIII. Climate, Culture, Community/Family Engagement Comte: LaQuanna Sparkman

LaQuanna Sparkman stated that the Committee held its first introductory meeting and reviewed responsibilities as it relates to the benchmarks assigned to the Committee. She indicated that it is the intent to support the school and the Principal providing oversight of agreed upon goals.

XIV. School Operations: Roberta McInnis, Director of Operations

Roberta McInnis stated that she is working on the final reconciliations for yearend pertaining to per pupil due July 31st. She shared good news with the Board and stated that the school received additional funds from the State Education Department, a one-time revenue in the amount of \$97,000 that will help the school end the year with a possible surplus of \$70,000. She added with enrollment on track (budgeting 400 students), next year the school is looking toward a larger surplus.

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: September 6, 2019 8:00 am

Norris asked for a motion to adjourn the meeting. Suzanne Johnston advanced the motion, Jennifer Allen seconded the motion. All agreed. The meeting was adjourned at 9:20 am.