

YWCP Board of Trustees Meeting

Date: Friday, September 6, 2019
Time: 8:00 am
Location: Harter, Secrest and Emery LLP
1600 Bausch and Lomb Plaza

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



MINUTES

Board of Trustees Present: Jennifer Allen, Chuck Falcon, Barbara Jarzyniecki, Julia Green Suzanne Johnston, Erin Duffy Kruss, Pam Kissel, Laura Norris, LaQuanna Sparkman (phone), Carolyn Vacca (phone), Belimar Velazquez, Jennifer Weinstein

Absent: Jill Wynn, Kristin Lowe

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:** 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 August 2, 2019 (Board Minutes):** Norris

It was decided that the approval of the minutes from the August 2, 2019 Board Meeting be postponed to the October 3, Board Meeting. Several Board members did not have an opportunity to review the minutes. Several revisions to the minutes submitted by Norris will be included.

- V. **Executive Report:** Norris (Report distributed prior to meeting)
 - Breakthrough Leadership Group

Norris stated that there are several meetings scheduled to continue the work on the development of the Strategic Plan. The Breakthrough Leadership Group will meet with Principal Zelazny and Norris; and the Board's Executive Committee.

- Annual Audit

Norris stated that the Pre-Audit Meeting with Bonadio was held on August 19, final review scheduled for October 17. Norris added that this is a yearly exercise and the audit is due to NYSED on November 1st.

- Board Document Repository

Norris reported that it was decided to use Google Docs, hosted by YWCP as the Board's Document Repository. She stated that a Google account is required to use Google Docs. She provided instructions on how to set up a Google account. She stated that several steps will follow:

- Create site access
- Populate site with reference documents
- Develop recommended naming conventions
- Overview on how to use the site

She explained that the goal was to have all documentation in one place with easy access and naming standards to quickly find information.

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- Annual Report

Norris referred to the Annual Report required by NYSED which was submitted on July 31. She reported that the Board received feedback from Ms. Vickie Smith, the Charter Office Liaison indicating a few items were listed as incomplete. She added that following the review, it was more accurate to say that additional information was requested and clarification was needed regarding the Board Attendance Report. All documentation was distributed to the Board. Ms. Smith did reply indicating that a “thorough response was provided and based on the response, it was not necessary to have further conversation.”

- **Resolution Confirming Jennifer Aronson-Jovcevski Background Check and Completion of Application**

Norris asked for a motion to approve Resolution #1 (2019-2020) confirming Jennifer Aronson-Jovcevski completion of a background check and full application in accordance with Charter School Office Guidelines. Jarzyniecki advanced the motion, Jennifer Allen seconded the motion. All agreed. The Resolution was approved unanimously.

Resolution #1 (2019-2020)

The Young Women’s College Prep Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Jennifer Aronson-Jovcevski as a final candidate to its Board of Trustees, with a term expiring in Year 2022, pending approval by SED. The resolution approving Jennifer Aronson-Jovcevski is formally adopted upon SED’s approval.

Jarzyniecki stated that the full application will be forwarded to Ms. Vicki Smith, Charter School Liaison for YWCP.

VI. Audit (Governance Committee) Jennifer Allen No Report

VII. Principal’s Report: Barbara Zelazny, Principal (Report distributed prior to meeting)

Principal Zelazny stated that she is organizing her monthly report to the Board using the Benchmarks as a guide to present a more formal reporting structure and presentation of data. She referred to the September Edition highlighting **Benchmark 1- Student Performance**. She presented the YWCP Regents (by subject) data comparing YWCP passing rate in 2018 to 2019, as well as a comparison with the Rochester City School District, the cohort tracking of Regents data and the number of students tested. She expressed concerns with the Sciences and US History and is addressing the issue instructionally with staff changes and adding a physics teacher.

Principal Zelazny stated that the goal is to have 80% of students passing ELA, Social Studies, Science and Spanish. She remarked that YWCP ELA results exceeded the State target with 83% of the 58 students passing the Regents in 2019. She referred to Geometry where 76% (30 students) passed the Regents test in 2019, where there was a change in the order of classes.

Pam Kissel stated that a review of how vocabulary is taught and combining efforts with the ELA and Science department leadership to focus on the science language, critical writing and literacy skills.

Principal Zelazny continued to share data regarding the 2019 graduating class:

Annual Graduation and Post-Graduation Plan:

42/44 students are completers 95.5% graduation rate

29/42 or 69% Regents diploma

5/42 or 12% Regents with Advanced Distinction

34/42 or 81% Regents Diploma or higher

8/42 or 19% Local Diploma

She added that 29% of the graduating class plans to attend a 4 year college and 43% (2 year college). Other students are leaning toward employment and deciding on future plans.

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Principal Zelazny presented the 2019 NYS ELA and Math Assessment Growth Chart by cohort and % of students trending toward proficiency. She compared ELA % below proficiency for the last 3 years and stated that a fewer number of students are entering 9th grade at Level 1 and many others are moving toward proficiency levels. She stated that 53% of students entering 8th grade will be at Level 2 or higher.

Suzanne Johnston asked about Math 8 assessment and the move toward offering Algebra 1. Principal Zelazny responded that 37% of students entering 9th grade will have Algebra Regents credit. She stated that Living Environment will be offered in the 8th grade as well. Principal Zelazny indicated that 48% of 2019 7th grade students entering 8th grade will be at a level 2 or higher and take Algebra 1. She expressed the importance of capturing individual student growth at each grade level especially entering into the 9th grade where more rigorous courses are introduced.

Norris remarked that more than half of the students moved up in proficiency demonstrating progress. Board members complimented the comprehensive sharing of data.

Principal Zelazny stated that in November she plans to share data providing a deeper academic picture of the incoming 7th graders.

Benchmark 2 – Teaching and Learning

Principal Zelazny stated that the YWCP faculty and administration engaged in 7 full days of professional development engaging in deep discussions regarding the Mission, Vision and Key Design Elements, they focused on team building, restorative circles, curriculum alignment grades 7-9 (ELA, Math, Science, Social Studies, Spanish), and assessment for learning. She included that the SEL- 2019-2020 focus is on three main character traits (respectful, responsible, and mindful). She stated the team concentrated on the essential question “how will we negotiate the divide” while going through each session.

She provided an example of a change in building procedures related to the arrival process system and Advisory. She stated that the juniors and seniors are demonstrating more responsibility, respect and leadership with the change.

Benchmark 3 – Culture, Climate & Family Engagement

Principal Zelazny shared that over 40 families attended the first annual New Student & Family Orientation. She stated that the evening consisted of dinner, parent orientation while student ambassadors took on the responsibility of watching siblings and a volleyball game.

She added that on August 26th the Fall Parent Athletic meeting was held and very well attended.

Benchmark 9 – Enrollment, Recruitment & Retention

Principal Zelazny distributed a comprehensive enrollment chart listing the number of total applications submitted, students registered, student offers on waitlist, students waitlisted, and declines and partially registered for each grade 7-11. She stated that 396 applications were received in total and 85 students were fully registered leaving 30 seats available as of this date.

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

Kissel stated that the Evaluation Committee is in the process of writing Principal Zelazny performance evaluation for school year 2018-2019. The Committee reviewed goals, set new goals, and reviewed the self-assessment. She added that the Committee is grateful for Principal Zelazny’s leadership.

IX. Development Report: Jennifer W., Chair (Report distributed prior to meeting)

Jennifer Weinstein reported on the success of the Guest Bartender fundraiser and thanked all who attended and supported with raffle prizes. She stated that almost \$2,000 was raised.

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Leadership Breakfast, October 23

Jennifer Weinstein announced the honorees for this year's Leadership Breakfast: Bob Duffy, U.S. Ceiling Corporation and Deborah Stamps, System VP for Quality, Safety & Innovation at Rochester Regional Health. Lauri Bonnell stated that filming has started. She added that a video of one of the students moving into their college dorm is part of the program features.

Bonnell asked for Board Members, or anyone interested, to join the Breakfast Committee with the goal of promoting awareness and purchasing table/ticket sales. She introduced a peer-to-peer fundraising campaign provided through Just Giving to assist with fundraising efforts. The goal this year is \$80,000. She made a presentation and stated that more information would be sent within the next few weeks.

Other Foundation Student Programs and Support

- 1) Cornell/Weinstein Foundation Grant: A Foundation Grant was submitted to cover areas of need including college visits, blazers and ties for seniors and professional development for teachers.
- 2) Teacher Grant: A grant to provide 7 teachers with the opportunity to participate in a statewide math conference offering a variety of workshops: STEM, growth mindset, NEXTGEN standards and social emotional learning in math.
- 3) Prep Rally: Foundation providing funding for senior blazers and ties and invited donors to attend.

X. Finance Committee: *Chuck Falcon, Chair*

Chuck Falcon provided an overview of the fiscal year 2018-2019. He stated that with a few late adjustments, the Committee is estimating a \$40,000 deficit from the previous year which is much less than previously reported due to the careful management of expenses considering short-falls in revenue. Falcon stated that future reports will be submitted on a quarterly basis to provide actual budget information throughout the year. He explained that enrollment was down from what was projected and the final reconciliation with RCSD resulted in a payback.

Johnston noted that per pupil allocation for charter school students is far less than what the RCSD receives in per pupil allocation.

Principal Zelazny stated that there is an excellent team in place focusing on recruitment/enrollment. She added that efforts to concentrate on meeting enrollment targets are strong. She stated that she is overseeing the process on a daily basis.

Johnston complimented the staff and stated that enrollment is hard to predict and other schools are also experiencing challenges due to a shortage of students across the City and County.

XI. Scholarship Committee: *Erin Duffy Kruss*

Erin Duffy Kruss was delighted to report that 7 students applied and there are 3 recipients of the scholarship. She stated that the other students had small gaps and did not move forward with the scholarship. She added that the total amount of the award from the Summers Foundation for 2019-2020 academic year was \$19,000. Duffy Kruss stated that each students' gap varied in need.

She reported that M&T offered a Financial Literacy Course for the students and will schedule another at the semester break and mentors are in place for the students.

LaQuanna Sparkman stated that she has a connection with RIT and there is an individual interested in becoming a mentor. Carolyn Vacca requested to have the date whereby students would be visiting St. John Fisher College.

XII. Enrollment, Recruitment, Retention: Belimar Velazquez

Belimar Velazquez referred to the enrollment report. She stated that the Committee will review marketing products and offer any support to the school.

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

Sparkman stated that the Committee met and reviewed areas within the Benchmarks associated with the Committee's work. She stated that the next step is a review of the Code of Conduct and follow-up with Principal Zelazny to determine where the school needs additional support.

Jarzyniecki stated any changes to the Code of Conduct must be approved by the Charter School Office. She stated that a revised Code was reviewed by lawyers, approved in 2018 by the Office and Board.

XIV. School Operations: Roberta McInnis, Director of Operations

Roberta McInnis stated that she has been working with the budget and annual audit. She stated that final numbers should be available taking an in-depth look at revenue and anticipated shortfalls.

XV. Old Business: None

XVI. New Business: None

XVII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law. None

XVIII. Adjournment: Next Meeting: Thursday, October 3, 2019 6:30 pm

Norris asked for a motion to adjourn the meeting. Allen advanced the motion, Kissel seconded the motion. All agreed. The meeting adjourned at 9:40 am.