

YWCP Board of Trustees Meeting

Date: Friday, December 6, 2019
Time: 8:00 am
Location: YWCP, 133 Hoover Street



MINUTES

Board of Trustees Present: *Jennifer Allen (via phone), Jennifer Aronson-Jovceovski, Chuck Falcon, Julia Green, Barbara Jarzyniecki, Pam Kissel, Kristin Lowe (via phone), Laura Norris*

Absent: *Erin Duffy-Kruss, Suzanne Johnston, LaQuanna Sparkman, Carolyn Vacca, Jennifer Weinstein, Belimar Velazquez*

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 8:05 am.*
- II. **Roll Call:** *Jarzyniecki proceeded to the roll call determining Board Member attendance.*
- III. **Communications to the Board:** *There are no communications.*
- IV. **Public speakers:** *Jarzyniecki stated that no speakers signed up to speak to the Board,*
- V. **Approval of the November 1, 2019 Board Minutes.** *Norris Approval postponed until January 2020.*

Agenda Adjustment

Norris adjusted the agenda to accommodate Principal Zelazny's monthly report and presentation by staff. Principal Zelazny referred to her distributed report and stated that the report presents a timely understanding of what takes place in the school on a daily basis. She described activities during professional development: teacher best practice with consideration of the 'end in mind' and implications this has on student behaviors and achievement while designing lessons for instruction, best practices around technology, rituals and routines shared from "experts among us" (group of teachers) and training in eDoctrina (system for data management, assessment and supervision). She referred to the Flex Friday program whereby teams are preparing relevant and exciting learning opportunities that highly engage students.

Principal Zelazny stated that Scholar Block, part of Flex Friday, provides an opportunity for students to complete missing assignments/tests, work on learning recovery plans and extra credit assignments or study for an upcoming exam.

Benchmark 3: Culture, Climate and Family Engagement

Principal Zelazny described the work of the BASE Team, understanding the student, negotiated the 'divide' using research practices, understanding the implications of poverty, trauma, and other factors affecting student learning. She stated that each student comes with a personal story and the team supports the individual student.

Principal Zelazny introduced the members of the BASE Team (Behavioral – Academic – Social – Emotional): Crystal Rupp, Camille Zitz, Kaitlyn Bodine, Shaquita Shepard, Katy Geers, Annie Hasler, Angelica Davis-Bernard, Nikki Sinclair, Deb Hoef, Stephanie Senecal and Diana Frank. She explained that each member of the team has a significant role. The BASE Team meets weekly to focus on academic, behavioral, and attendance concerns. Members analyze data, divide up Counselor caseloads and support student plans and school wide initiatives that are communicated throughout the school.

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Team members meet once a week. Following the review and analyzation of data gathered from many sources including but not limited to academic performance, classroom behavior and intervention, observations in hall ways, overall student behavior, individual student issues and concerns - specific actions and next steps are developed to address individual and schoolwide problems. The Team uses a system to gather/describe data, reflect and interpret data, make decisions to identify support programs, effective strategies, gather additional information, if needed and identify steps that need to be taken. This process prevents 'rushing to decisions' to address concerns and identifies the right course of action and in some cases may lead to a change in intervention or schoolwide program. Team members talked about building relationships with students and gave several examples of a student's behavior and the interventions used to address concerns.

Schoolwide Initiatives

Team members provided a brief look into the school wide initiatives in place. They spoke about their conversations with students around the importance and goal of being respectful, responsible and mindful. Counselors described the **Griffin Help Zone** whereby they address conflict by sitting in circles with students to discuss and address a dispute, struggles between a teacher and student, as well as introduction and school community building. Restorative Circles teach students to model professionalism, communicate effectively with teachers and other students while building trust and resolve issues that may occur during the school day.

Members described the activities associated with **Flex Fridays**. During Flex Fridays, teachers rotate and have the opportunity to work on assignments with students, time in advisory is increased and students participate in circles as a way to build relationships, students catch up on school work and make-up assignments, they participate in fun and enriching activities and as described above the Scholar Block.

The **Home School Initiative** is also part of Fridays. The concern with attendance is a focus for the home visits. Data is provided on students who have continuously missed school and a visit is made to their home. BASE members meet with students and families to determine the cause and develop a plan to address the issue and get back into school. In addition, there are incentives built into the Attendance Initiative: Gold (perfect), Silver (1 day), Green Stars (2 days). Students are recognized and awarded for their attendance.

Data Driven Roles – there are two instructors reviewing and analyzing middle school data, co-planning, initiating strategic and direct instruction to make improvements toward student proficiency.

Next Level Student Intervention Plans – following several steps (as described above), the BASE Team responds with a specialized individual plan to support the struggling student.

Principal Zelazny complimented the work of the BASE Team for the system approach, using best practices and developing proactive measures to address issues that arise. She expressed her appreciation for their commitment.

Several Board members complimented the Team, expressed appreciation and stated how impressed they are with the comprehensive way to support students.

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

Norris provided updates on the Board Calendar, listing events and action items for December and January. She noted the importance of seeking candidates for Committee membership and to serve as a Board of Trustee. She added that several members of the Board terms are expiring in 2020.

- *Breakthrough Leadership Group*

Norris stated that the review of the first draft of the strategic plan is in progress. The Executive Committee met on November 4 to discuss strategic alignment/funding strategies/organizational capacity. The plan is to schedule a follow-up with members of the Foundation Committee in mid/late December.

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- *Board Document Repository*

Norris provided an overview of the Board Document repository and explained how the system would work for the Board. She stated that there will be two Team Drives, a working updatable drive and a reference, read-only drive with limited access giving the Chair, Vice Chair and Board Secretary full-access to the drive. She added that both drives would be populated over the next several months and a presentation by the Systems Administrator will take place in January.

- *Teacher/Staff Lunch for Festive Celebration*

Norris stated that as in the past a holiday luncheon is scheduled for staff on December 18th. She stated that the Board hosts the luncheon for staff as a token of appreciation for their service.

VII. Audit (Governance Committee) Jennifer Allen

Allen stated that the Sub-Committee continues to review contents of the Policy Manual and in particular, the Board's By-Laws and she received the edited version and suggested recommendations for change. Allen stated that she is sharing with the Executive Committee prior to full Board approval.

VIII. Principal's Report: Barbara Zelazny, Principal (Report distributed prior to meeting and presentation took place at the beginning of the meeting.)

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

Kissel stated that the Committee met with Principal Zelazny and reviewed the assessment calendar for the year. Principal Zelazny provided a comprehensive explanation of each assessment.

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

Lauri Bonnell reported for Jennifer Weinstein. She stated that the ROC the Day fundraiser was tied to a specific donation which proved to be successful. She stated that this year the goal was to raise money to support student attendance at the movie "Harriet" about abolitionist Harriet Tubman.

The following grants and activities were listed in the Development Report:

Cornell/Weinstein Foundation Grant

A grant of \$15,000 to support students' college visits, blazers and ties for seniors, and professional development for teachers

Donald F. and Maxine B. Davison Foundation Grant: \$15,000

College Visits

1. *9th Grade Griffin PRIDE Academy visited Brockport College in November*
 - Students met with professors and students in 3 areas: Education, Social Work, and Kinesiology, Sports Management and Physical Education. They also had lunch in Harrison Dining Hall and were joined by President Heidi MacPherson
2. *College visits for all grade levels, including SUNY Fredonia, Houghton College, the University of Rochester and SUNY Oswego were coordinated and scheduled.*

XI. Finance Committee: Chuck Falcon, Chair (Financials Delivered Prior to the Meeting)

Chuck Falcon stated that M&T Bank met with the Finance Committee and shared information regarding a risk-free approach to managing funds listing options of a diversified portfolio.

Falcon updated the Board regarding a revenue shortfall based on enrollment. He did state that using a conservative approach to expenses, the loss in revenue was minimized and is less than \$50,000.

XII. Scholarship Committee: *Erin Duffy Kruss No Report*

XIII. Enrollment, Recruitment, Retention: *Belimar Velazquez No Report*

XIV. Climate, Culture, Community/Family Engagement Comte: *LaQuanna Sparkman (Report distributed prior to the meeting)*

XV. School Operations:

Roberta McInnis, Director of Operations stated that she continues to monitor the budget looking closely at enrollment and is preparing the 2020-2021 budget.

XVI. Old Business: *Norris*

None

XVII. New Business: *Norris*

None

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

Norris asked for a motion to enter into an Executive Sessions to discuss a Personnel Matter with the Board. Kissel advanced the motion and Jarzyniecki seconded the motion. The Board agreed unanimously.

Following the discussion, Norris asked for a motion to adjourn to the Regular Business Meeting. No action was taken during the Executive Session. Julia Green advanced the motion and Pam Kissel seconded the motion.

XIX. Adjournment: Next Meeting: Friday, January 3, 2020 8:00 am

Norris asked for a motion to adjourn the meeting. Jarzyniecki advanced the motion and Green seconded the motion. All agreed. The meeting was adjourned at 9:40 am.