

YWCP Board of Trustees Meeting

Date: Friday, January 3, 2020
Time: 8:00 am
Location: YWCP, 133 Hoover Street



MINUTES

Board of Trustees Present: Jennifer Allen, Jennifer Aronson-Jovcevski (via phone) Pam Kissel, Erin Duffy Kruss, Julia Green, Barbara Jarzyniecki, Suzanne Johnston, Kristin Lowe, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Absent: Chuck Falcon

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Allen J. Kubitz
Director of Health, PE and Athletics

Foundation Present: Lauri Bonnell, Director of Development

- 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. **Communications to the Board:** Norris stated that the Board received a communication from the Farash Foundation requesting a report regarding the grant received.
- 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

Norris called for a motion to approve Board minutes from the **November 1, 2019** Board Meeting. Jennifer Allen advanced the motion and Pam Kissel seconded the motion. All agreed. The minutes were approved unanimously.

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

1) *Board Calendar*

Norris provided an update regarding Board calendar events for January and February. She pointed out that 'Cool Women, Hot Jobs' is scheduled for February (details to follow). She referred to a list of community members interested in YWCP. She expressed the importance of succession planning and building relationships with interested parties. Norris stated that Jennifer Allen will address this action item under her Audit report.

2) *Breakthrough Leadership Group Update*

Norris stated that she met on December 18 with Principal Zelazny and Deb Hamner and reviewed a draft of a high level strategic planning document addressing education performance and enrollment for the next three years. She indicated that revisions were made and next steps is a formal review of the detailed document, review with the Executive Committee and she plans on sharing with the Board prior to the February Board Meeting.

Norris added that there is a follow-up meeting scheduled for January 9, 2020 to discuss strategic alignment/funding strategies/organization capacity in regards to the Foundation.

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3) *Board Document Repository*

Norris explained the 2 Team Drives, and the process for loading documents for upcoming Board meetings taking place in February. She stressed the importance of reviewing meeting materials using the individual access to the shared drive. The second drive is read only, containing prior Board meeting documents, Charter and Renewal Documents, Financial Audit Reports, Annual SED site visit reports and Committee Documents. The drive is currently being populated for Board Members to access. Norris stated that the System Administrator still plans on providing a presentation on the use of the drive and noted that the actual presentation is loaded within the shared drive.

Board members asked questions regarding file access for Committee members (non-Board members). Norris stated that she will address this issue.

VII. Audit (Governance Committee) Jennifer Allen (Report distributed prior to the meeting)

Allen pointed out the key areas the Audit Committee members are addressing – Board Policy Review, Recruitment of promising Board Members and Committee Membership, Board Elections, Succession Planning and Board Self-Assessment (April).

Board Policy Review

She reported that the Attorneys completed the review of several significant policies. The Policy recommendations were presented to the Board's Executive Committee and a process is in the works to complete the assignment and share with the entire Board.

Board Recruitment

Allen referred to the members of the community who have an interest in supporting YWCP and the document listing names, titles and interest. All of the individuals have been vetted and are good candidates. She mentioned the fact that the Board has a Volunteer Policy and expressed the importance of connecting with interested parties, creating a team to develop a process to welcome volunteers, offer options in area of interest, manage the intact and keep track of the volunteers. She asked for Board volunteers to join the team.

Allen stated that there are many different ways to engage, identify areas where a Committee may need additional skills, be creative and think out of the box, and have community connections. Allen offered to communicate to interested parties. There was also a suggestion to share Committee rosters and to create a Board Brochure to share with the Community at events.

VIII. Principal's Report: Barbara Zelazny, Principal (Report distributed prior to meeting)

1) *Benchmark Alignment Report*

Benchmark 2: Teaching and Learning

Principal Zelazny reported on the focus of professional development during December. She reported staff formed a shared understanding of deep literacy learning, how to help the learner's progress from surface level to deeper learning. The 'Experts Among Us' shared techniques used in the classroom to structure the learning so that students move toward a deeper understanding of literacy.

Flex Friday

The eSquared sessions were created by a group of teachers to focus on enriching learning extensions. Many of the activities are STEM focused prepared for students to engage, and college prep took place with a panel of YWCP alumni.

YWCP Athletics

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Norris introduced Allen Kubitz, Director of Health, PE and Athletics. Kubitz provided a look at the athletic programs in place. He stated that there are seven sports programs, 15 teams and 190 students participating in the athletic program. He added that there have been improvements made to the program: new sound system in the gym, signs reflecting sportsmanship, and renovations to the baseball field. He talked about an upcoming event partnering with a county school to raise funds for the cheerleading program and the opportunity for students to participate in skills camp for volleyball and basketball.

Kubitz provided a list of awards the students are striving to earn. He listed the following:

- Future College Scholarships in Track/Basketball
- Scholar Athlete Team Awards-75% of the team must achieve GPA 90% or better (Presently - Volleyball 87%, X-Country-89%)
- 2019-2020 Scholar-Athlete School of Excellence Award
- Basketball Officials Sportsmanship Award
- NYSPHSAA Sportsmanship Award

Board Members inquired about a calendar of the sports events. Kubitz shared a link to the website highlighting a monthly calendar of athletic events.

Pam Kissel asked about the coaches. Kubitz stated that 98% of the coaches are staff. LaQuanna Sparkman asked about parent participation. Kubitz stated that this is a challenge and staff are working to find ways to motivate families to attend. Sparkman stated that incentives for families work as well as for students. He did state that transportation is an issue and a challenge for students and parents.

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

Kissel stated that there is a push to add members to the Committee and the next meeting is scheduled.

X. Development Report: Jennifer Weinstein, Chair

Jennifer Weinstein stated that year-end appeal mailing and holiday thank you cards were mailed last month. Monthly email newsletters were sent to 1,500 individuals across the Rochester community. She referred to the 'Cool Women, Hot Jobs' event that will take place at the end of February (details to follow). She stated that the team is looking for career options for the 7th and 8th grade students. Kristen Lowe offered to make connections with the 2+2 Program at Monroe Community College. Another suggestions was to consider the University of Rochester Step Program.

XI. Finance Committee: Chuck Falcon, Chair No Report

XII. Scholarship Committee: Erin Duffy Kruss

Erin Duffy Kruss provided a report on the status of end of first semester for the students who received grant funding through the Summer Foundation. She stated that transcripts for two of the students revealed a 3.9 grade point average and 3.6 grade point average meeting the criteria established by the Foundation.

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

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

Sparkman stated that the next meeting is scheduled for January 16th. Norris suggested that the Committee experience the presentation from the B.A.S.E Team (held at the Board meeting this past December). She added that it covers Benchmark 3 and relates to the work of this Committee. Norris stated that she added this to her list of action items to schedule for the Committee.

XV. School Operations: Roberta McInnis, Director of Operations

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Roberta McInnis stated that the finances are in line with projected enrollment. She added that students are still enrolling and Principal Zelazny continues to accept applications for students dissatisfied with the Rochester City School District and new residents.

XVI. Old Business: Norris

XVII. New Business: Norris

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

Norris called and asked for a motion to enter into an Executive Session to discuss a Personnel Matter. Jarzyniecki advanced the motion, Kissel seconded the motion. All agreed.

Following the discussion, Norris stated that a vote is necessary to act on the subject discussed. She asked for a motion to resume into the Regular Business Meeting. Kissel advanced the motion and Johnston seconded the motion. All agreed.

Norris asked for a motion to approve the following resolution.

Resolution #4: 2019-2020

Whereas, the Board of Trustees encourages all employees to advance their careers in a degree granting program in the educational field; and

Whereas, Principal Zelazny made a request to support tuition reimbursement for a doctorate program to the Board Chair and Chair of the Performance Evaluation Committee; and

Whereas, after the Executive Committee reviewed programs of this nature across the City and County both in education and business fields presented this research to the Board of Trustees at its January meeting;

Whereas, the Board of Trustees believes that it is in the best interest of the school, its staff, and students for Principal Zelazny to pursue the aforementioned degree; therefore be it

Resolved, that the Board of Trustees authorizes the Board's Executive Committee to execute an amendment to Principal Barbara Zelazny's employment contract to include tuition reimbursement for the Education Doctorate in Executive Leadership program at St. John Fisher; and further be it

Resolved, that the Executive Committee add specific language and stipulations to provide a 50% tuition reimbursement for the duration of the program.

Pam Kissel advanced the motion and Johnston seconded the motion. The Board voted unanimously to approve the resolution.

XIX. Adjournment: Next Meeting: Friday, February 7, 2020 8:00 am

Norris asked for a motion to adjourn the meeting. Johnston advanced the motion, Allen seconded the motion. The meeting was adjourned at 9:35 a.m.