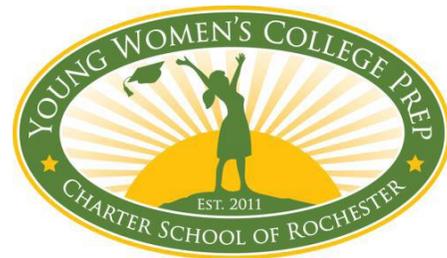


## YWCP Board of Trustees Meeting

Date: Thursday, March 5, 2020  
Time: 6:30 pm  
Location: YWCP, 133 Hoover Street



### MINUTES

**Board of Trustees Present:** Jennifer Allen (via phone and video conference), Jennifer Aronson-Jovcevski (via phone), Chuck Falcon, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Julia Green, Laura Norris, Jennifer Weinstein

**Absent:** Kristin Lowe, Suzanne Johnston, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez

**Staff:** Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Counselors: Annie Hasler (High School), Angelica Davis-Bernard (High School), and Katy Geers (Middle School)

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

- I. **Call to Order:** Laura Norris called the meeting to order at 6:37 pm.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:** No Communications.
- IV. **Public speakers:** Jarzyniecki stated that no speakers signed up to speak to the Board
- V. **Adjustment in Meeting Agenda:** Laura Norris

Norris proposed a change in the agenda – the Principal's report moved to allow staff present the College and Career Readiness Program. All agreed.

Principal Zelazny began by introducing the YWCP Counselors: Annie Hasler, Angelica Davis-Bernard and Katy Geers.

The Counselors provided a grade-by-grade comprehensive report on the College and Career Readiness Program. Annie Hasler began and stated that all grades attend at least two college visits per year. Counselors plan for the visits (grades 7-12) representing two year, four-year and private and public colleges within Rochester and surrounding areas. She provided a list of additional opportunities: exposure to careers in construction, health, finance, leadership, career counseling, job shadowing, sports, etc. She mentioned that women in various careers throughout Rochester mentor students. Board members commented that students are exposed to careers through the 'Cool Women, Hot Jobs' Program.

Principal Zelazny added that the school is connecting students to the Optics Program at the Rochester Institute of Technology and the Pharmacy Program at the University of Rochester.

#### *7<sup>th</sup> Grade*

Katy Geer provided information on the activities for 7<sup>th</sup> grade students. Students receive a College and Career Readiness Template highlighting the journey toward graduation and college readiness. She stated that in early Fall, 7<sup>th</sup> grade students participate in academic and restorative circles to build teacher/student relationships. Following an introduction to the National Honor Society (NHS), a new partnership was formed whereby NHS Seniors push-in to 7<sup>th</sup> grade classes (weekly) focusing on school climate and culture (respect, diversity and bullying). She stated that they use a specific

career assessment tool, the Holland Code, a system to identify student interest with specific questions and introducing various careers and future plan for visiting colleges and universities.

### ***8<sup>th</sup> Grade***

Geer stated that during the 8<sup>th</sup> grade, NYS Regents Preparation takes place as counselors work with teachers and struggling students, involving family while building intervention plans. She added that the NHS Seniors work with the students on various topics, in particular bullying, and the 8 go 9 transition from middle to high school. She stated that using the 7-9 articulation, the middle school grades are important to build the academic foundation for entering high school (grade 9). The Holland Code is continued in the 8<sup>th</sup> grade providing students with an approach to different careers and planning.

### ***9<sup>th</sup> Grade***

Angelica Davis-Bernard complemented the work that takes place in the 7<sup>th</sup> and 8<sup>th</sup> grade to prepare students for the transition to 9<sup>th</sup> grade. She referred to the YWCP College and Career Readiness Template for grades 7-12. She stated that in the 9<sup>th</sup> grade, freshmen begin with building circles with the 'Big Sisters'. This is a way for students to share feelings and concerns about entering high school easing the transition and building a foundation. She stated that the seniors are there to share perspective and offer advice. The roadmap is created for students as part of the curriculum (aligned with the NYS Standards) focusing on respect and social emotional learning, which is important as a foundation for the academic and development of students. Protocols within the classroom cover the 3 behaviors: Be mindful, respectful and responsible. She stated students are exposed to the "Griffin Pride Academy" and Mental Health Presentations with Samantha Coleman from TIG Consortium. She stated that the Consortium includes other districts whereby students express feelings about mental health, common myths and learn strategies to cope breaking down the stigma of mental health. She stated that career planning profiles continue to be developed identifying possible career paths in relations to majors that colleges offer, review of transcripts takes place, information regarding the financial aid process is available, and college research identifying factors to assist in making good decisions.

### ***10<sup>th</sup> Grade***

Hasler referred back to the roadmap where students focus on credentials during class visits: transcripts, GPA, SAT scores, extracurricular activities and differences between types of postsecondary institutions. She stated that students participate in academic circles to compare and contrast transcripts. She stated that students are exposed to the difference between 2 and 4 year colleges, as well as private and public colleges. Preparation for the SAT begins in 10<sup>th</sup> grade and students take the PSAT in October.

### ***11<sup>th</sup> Grade***

Davis-Bernard pointed out the uniqueness of the college and career readiness program. She stated that students visit at least 12 colleges between 7-11 grades as well as have the opportunity to participate in a College Day. She stated that during the College Day (planned for May), students participate in the review of transcripts, review of PSAT scores and identify growth, weaknesses and strengths, compare PSAT scores and GPA against admission criteria, participate in mock interviews and essay writing and take a mock drive through the college process. In addition, students critique various schools and continue the online activity with Holland Code. She stated that another excellent opportunity for the students is to meet with college representatives during the College Day.

She stated that the SAT test is scheduled for April 28 on the school premises.

### ***12<sup>th</sup> Grade***

Hasler referred to the 2019-2020 YWCP Senior Class Calendar which offers a monthly view of what needs to happen to prepare for graduation and steps taken in college process earlier in the school year. She talked about the success with college representatives visiting the school and students visiting various colleges. Both Hasler and Davis-Bernard talked

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about the Senior Boot Camp with members from the Student Leadership Network. During this year, students complete their Senior Year Questionnaire, review and go over the information regarding the FAFSA participating in a workshop with the Rochester College Access Network and college applications are written to colleges listed from student profiles. Student register for the SAT, and as a recommendation from the Network, the SAT test is scheduled at the school for free. Davis reviewed and highlighted the colleges that have instant admissions. Hasler identified the unique opportunities offered to the students from when they enter YWCP: college visits in 7<sup>th</sup>-12<sup>th</sup> grade, college representatives visiting the school, workshops held at the school on FAFSA information, summer programs and partnerships with colleges offering experiences in different majors. They talked about the issues with filling out the FAFSA forms given certain family situations.

Davis-Bernard provided updates on the Senior Class:

*50% of the seniors has completed the FAFSA  
45% of the seniors who applied to a four-year college  
29% of the seniors have applied to a two-year college  
16% of the seniors are undecided  
7% of the seniors are considering going into the military  
3% of the seniors considering REOC or technical program*

Jennifer Weinstein asked if there is a plan in place to provide guidance for the students who are undecided, graduated and will the students still receive support from the Counselors.

Principal Zelazny stated that there is no process in place, but Counselors are still in contact with the students after graduation

Davis-Bernard stated that select students have received acceptance letters: RIT, University of Buffalo, Allegany College, and St. John Fisher. Letters will be posted on the school's main bulletin board.

#### **VI. Approval of the December 6, 2019, January 3, 2020 and February 7, 2020 Board Minutes. Norris**

Norris called for a motion to approve Board minutes from the **December 6, 2019, January 3, 2020 and February 7, 2020** Board Meetings. Pam Kissel advanced the motion and Erin Duffy Kruss seconded the motion. Laura Norris and Jennifer Allen suggested revisions to the minutes distributed prior to the meeting. All agreed to accept the revisions and minutes. The minutes were approved unanimously.

#### **VII. Executive Report: Norris (Report filed on drive prior to meeting)**

*1) Vote to accept 2<sup>nd</sup> Terms for Jennifer Allen (expired first terms 12/2019, Jennifer Weinstein (expired first terms 1/2020)*

Norris stated that several items require a vote. She proceeded to ask for a motion to accept the second 3 year term for Jennifer Allen (expired first term 12/2019) and Jennifer Weinstein (expired first term 1/2020). Jarzyniecki advanced a motion, Pam Kissel seconded the motion. All agreed. Motion approved.

*2) Vote to extend Terms of Laura Norris and Barbara Jarzyniecki to June 2020*

Norris explained that her second term and Jarzyniecki's second term expire in May 2020. She referred to the Board By-Laws and the extension of terms for officer positions when necessary to the end of the school year. Norris turned the meeting over to Jennifer Allen, Vice Chair. Allen asked for a motion to extend the Terms of Laura Norris and Barbara Jarzyniecki to June 2020. Kissel advanced the motion, Allen seconded the motion. All agreed. Motion approved.

*3) YWCP Deficiency Notice and Corrective Action Plan (due March 2, 2020)*

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Norris referred this item to Principal Zelazny. Principal Zelazny stated that she is working with Ms. Vicki Smith, NYS Charter School representative regarding inaccuracies within the Notice. She stated that she agrees with the academic performance report and is verifying data. She is working with Ms. Smith to complete the school's response.

- 4) *Discussion, Action and Vote: (All documents sent prior to the meeting to the Board for review)*
  - a. *Strategic Plan –*

Norris referred to the Charter School Framework and the most recent three year Renewal. She stated that the development of the plan was a team effort working with the Principal, Breakthrough Leadership Group and the Board. She stated that the Plan is primarily focused on priorities in areas identified as "approaching" in the latest Charter Renewal (*Benchmark 1: Student Performance; Benchmark 2: Teaching and Learning; Benchmark 9: Enrollment, Recruitment & Retention*) and directly related to Academic Performance. Specific goals and actions with targets are included within the plan, especially the academic focus for grades 7-9. She asked the Board whether they had any questions.

Kissel felt it was important to build a yearly calendar for continuous reports and updates on the progress and targets identified within the Plan.

Norris asked for a motion to adopt the Three Year Strategic Plan. Julia Green advanced the motion and Jennifer Weinstein seconded the motion. All agreed. The Strategic Plan was adopted unanimously.

- b. *Board By-Laws (Julia, Erin)*

Norris stated that the review of the Board By-Laws has been ongoing with Attorneys working with the Audit Committee. She added that the revisions mainly addressed the terms of Office for the Board (Article III: Section 3), authority for signing checks over \$3,000 (Article XI, Section 3), and the Indemnification of Corporate Agents (Article IX). Norris asked for a motion to adopt the changes to the YWCP Board By-Laws. Green advanced the motion, Duffy Kruss seconded the motion. All agreed and Board By-Laws were adopted unanimously.

- c. *Code of Ethics*

Norris proceeded to call for a motion to adopt the revised Code of Ethics Policy. Allen advanced the motion, Kissel seconded the motion. All agreed. The Code of Ethics Policy was adopted unanimously.

Norris informed the Board that both the Board By-Laws and Code of Ethics Policy will be sent to the NYS Charter School Office in accordance with its guidelines for final approval.

- 5) *Breakthrough Leadership Group Proposal to continue work with Foundation and School (\$3,000)*

Norris stated that to continue the work with the school and Foundation, she is asking for the Board's support. Norris stated that she has checked the YWCP Budget with the Director of Operations. Norris asked for a motion to continue the work with the Breakthrough Leadership Group at an amount not to exceed \$3,000. Jarzyniecki advanced the motion, Kissel seconded the motion. All agreed. The motion was approved.

**VIII. Audit (Governance Committee) Jennifer Allen Report included with items listed above.**

**IX. Principal's Report: Barbara Zelazny, Principal (Report added to drive prior to meeting)**

- 1) *Benchmark Alignment Report (College and Career Readiness was presented at the beginning of the meeting)*

Principal Zelazny and Roberta McInnis provided the Board with a look at how the school is handling the response to the coronavirus. She stated that a letter was sent home to families using a template from the New York State Department of Health. The same letter and additional resources are posted on the website. Hand sanitizer, wipes and tissues have been ordered. She stated that there are reviews in morning announcements about the flu and cold protocols, and hand washing. Flyers are distributed and posted and work continues with landlords to increase the cleaning protocols.

**X. Performance Evaluation, Education Committee: Pam Kissel, Chair**

Kissel stated that there is no report and the Committee is meeting on March 17, 2020.

**XI. Development Report: Jennifer Weinstein., Chair**

Jennifer Weinstein provided an overview of the 'Cool Women, Hot Jobs' event that took place on February 28, 2020. She asked Lauri Bonnell to continue with updates for the Board. Bonnell stated that as a result there are many connections and opportunities to work with speakers from various career fields. She stated that there were 31 speakers from 15 career fields. She noted that 20 students were invited to tour the Monroe County Crime Lab on March 11, 2020 and various careers associated with the Lab's work. All were impressed with the presentation from the representative from the FBI Academy.

Green (one of the 'Cool Women') stated that the event was rewarding and highly encouraged Board members to participate. She noted the variety of interests, combined with the work of the counselors could chart a definite course for the students to consider as future options for school and careers.

Bonnell stated that she will upload the evaluations from the participants and students to the drive. Norris asked Bonnell to share the student evaluations with the Counselors.

**XII. Finance Committee: Chuck Falcon, Chair**

Chuck Falcon stated that the updated forecast shows promise. He stated that the Budget forecast previously projected a loss of \$40,000. Today, the forecast is projecting a \$20,000 surplus due to managing expenses and the receipt of additional grant funding.

**XIII. Scholarship Committee: Erin Duffy Kruss, Chair**

Duffy Kruss stated that the Summers Foundation continues to support students with financial gaps and looks forward to future students.

**XIV. Enrollment, Recruitment, Retention: Belimar Velazquez, Chair No Report**

**XV. Climate, Culture, Community/Family Engagement Comte: L. Sparkman, Chair No Report**

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

McInnis stated that she working on next year's budget, meeting with landlords discussing the lease and school issues around the maintenance of the building. She mentioned that other schools employ custodial services and this is an option to look into for the future.

**XVII. Old Business: Norris None**

**XVIII. New Business: Norris None**

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

**XX. Adjournment: Next Meeting: Friday, April 3, 2020 8:00 am**

Norris asked for a motion to adjourn the meeting. Kissel advanced the motion, Allen seconded the motion. All agreed. The meeting was adjourned at 8:15 pm.