

YWCP Board of Trustees Meeting

Date: Thursday, April 3, 2020

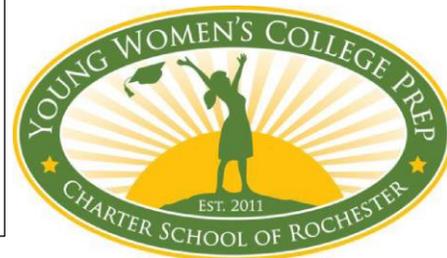
Time: 8:00 am

Location:

Zoom Conference Due to the Corona Virus

Aligned with State Education & CDC Guidelines

*Minutes officially approved
at the May 1, 2020 Board
Meeting
Respectfully submitted,
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: *Video Participants: Jennifer Allen, Chuck Falcon, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Julia Green, Laura Norris, LaQuanna Sparkman, Jennifer Weinstein,*
Phone Participants: Carolyn Vacca, Belimar Velazquez

Absent: *Jennifer Aronson-Jovcevski, Kristin Lowe, Suzanne Johnston*

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

Foundation: *Lauri Bonnell, Director of Development*

I. **Call to Order:** *Laura Norris, Chair*

Norris called the meeting to order at 8:05 a.m. (Meeting held via Zoom Conference)

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. **Approval of the March 5, 2020 Board Minutes.** *Norris*

Norris called for a motion to accept the minutes from the March 5, 2020 Board Meeting. Jennifer Allen advanced the motion and LaQuanna Sparkman seconded the motion. Jarzyniecki proceeded with a roll call vote.

Yays: Jennifer Allen, Chuck Falcon, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Julia Green, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Nays: None

Minutes were adopted unanimously.

VI. **Executive Report:** *Norris (Report filed on Google drive prior to meeting)*

Norris stated that she, along with Principal Zelazny, participated in a Webinar with the New York State Charter School Association, New York State Charter School Office, NYSED and SUNY regarding the COVID-19 Response as it pertained to the school closing and meeting protocols. She stated that the school was closed on March 16 and it is expected to be closed until April 15 due to the Pandemic. She added that the Federal Government, New York State Government and Education Department and our school are working to address this unprecedented situation as it stands today. Norris stated that there are many unknowns at this time. She did inform the Board that there is an Executive Order to waive the

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180-day requirement for the mandated school closure across the State. Regarding our future meetings, the Board is allowed to meet via telephone or video conference as long as the meeting is recorded and transcribed and notification of and ways to join the meeting is publicly announced through various sources.

Norris stated that Principal Zelazny will provide a comprehensive look into how YWCP is engaging students and providing education and enrichment. She commended Principal Zelazny for quickly developing a response plan that provided access to Chromebooks for instruction and support for the students during this time.

Mid-Term Review

Regardless of the situation, there is a schedule for a mid-term review following the recent renewal and meeting with NYSED Charter School Office. She stated that preparation has begun and documents, including the recently adopted Strategic Plan was forwarded prior to the review.

Breakthrough Leadership Group

Norris stated that work continues to develop a documented process for the Foundation/School interaction to support friend/fundraising.

June Board Retreat

Norris asked the Board to mark calendars for the June Board Retreat, June 5, 2020, from 8-Noon. She asked the Board for suggestions to include on the agenda.

VII. Audit (Governance Committee) Jennifer Allen

Allen reviewed highlights of the report submitted in the Google Drive. She stated that the Board has reviewed and approved policy changes (By-Laws, Code of Ethics) which will be sent to the NYS Charter School Office for final approval. She provided actions and calendar items for May through July. Allen referred to the Board Self-Assessment Survey and reviewed five items in the developing stage: parental partnership, Board/School faculty regular interaction, strategic goals and plans, orientation and Board recruitment and demographic make-up. She stated that the Board will take the survey in May and results will be presented at the June Board Meeting.

Allen spoke about the fast approaching Board recruitment season and the need to diversify the Board while filling the existing and future skill gaps. She asked to board to propose qualified candidates that meet the criteria to add diversity to the Board. She stated that the plan is to submit candidates to the Executive (Nominations) Committee, approve new candidates at the June Board Retreat meeting and host the Board Orientation in July with participation of all Board Members.

Allen added that nominations for Board Officers will take place in May and elections at the June Board Meeting.

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

1) School Closure Update

Principal Zelazny referred to the documents addressing closure procedures uploaded on the Google Drive. She reiterated the conversation with the NYS Education Department and the NYS Charter School Office. She talked about the waiver to eliminate the standardized testing in ELA and Math for grades 3-8. She stated that there was no word regarding Regents Exams. Regardless, she stated that aligned with the Strategic Plan, instruction and student support will continue. She complimented her staff for the immediate response to the school closure, initiating steps to ensure students receive chrome books in an effort to stay engaged with continuous instruction and support. She provided a highlight of the plan during the school closure:

- 1) A system to record office hours, students attendance, assignments and feedback to students was developed
- 2) Advisors hold a conference with advisory students every other day
- 3) There is a question of the day along with responses

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- 4) Links to videos/lessons will be part of Google Classroom, including resources in all content areas
- 5) Academic support for parents is available along with information re: Google Classroom and expectations for their children.
- 6) Teachers are available with set hours to provide academic and emotional support for students

Principal Zelazny stated that there is a plan in place to continue learning recovery so that students earn course credit. By managing in phases, promoting a virtual agenda, teachers reaching out to support one and other using Google Classroom, updating lessons daily in all content areas, identifying expectations for students and staff, responses to social emotional matters with set hours for teacher availability, the continuity of development and learning takes place in a non-traditional way for students and staff. Principal Zelazny stated that a student survey is in the works and on a daily basis staff are evaluating what is working and not working with decisions of how to move to the next level of support. She stressed the need for a shared decision making model with embedded professional development, collecting data and reviewing various trends by the school closure committee.

Principal Zelazny added that she informed students that creative thoughts to plan a graduation in the future is in the works.

Principal Zelazny and Roberta McInnis responded to Board members questions regarding the employment of non-teaching staff and impact on revenue. Principal Zelazny assured Board Members that at this time there is no impact of revenue and non-teaching staff are working on various projects to assist teachers and administrators during this crisis.

Board members expressed appreciation for the Principal's leadership and that of all of the staff working tirelessly to ensure students continue to learn and are supported.

Enrollment

Principal Zelazny stated that a lottery took place, student recruitment is ongoing and there are positive trends in all grade levels. She added that, in regards to staff diversity, there is a project to increase diversity in the teaching pipeline. She stated that it was possible to hire two home/ school assistants with connections to students living in the City putting more mirrors in front of the students.

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

Kissel stated the Committee is scheduled to meet with Principal Zelazny this month. She expressed the importance of recruiting candidates and leadership transition for the Committee highlighting that her term with the Board expires in June 2021. She asked the Board bring forth candidates that meet the criteria (diversity, educational background). She complimented the Principal and staff during this time of uncertainty and the absence of the social connection is profound.

Principal Zelazny stated that the essential question is how we extend learning on-line, support the social emotional development and keep the students engaged. Kissel stated that the instructional teams use of the Google Classroom is providing the monitoring of instruction and support through various lessons as the tool to communicate with the students.

X. Development Report: Jennifer Weinstein, Chair

Jennifer Weinstein stated that programs and related fundraising events are now on hold given the current situation. She asked Lauri Bonnell for an update. Bonnell stated that she sent a message to Jenny Vossler (former Board of Trustee Treasurer) and expressed appreciation for the gift of the Chromebooks for all students. She wanted her to know how important the gift was to the school. She stated that planning for the Fall is underway including the Leadership Breakfast. She asked the Board for suggestions for honorees, especially the need to honor individuals that have stepped up to help others during this time of uncertainty. She stated that her plan is to focus on grant writing, reach out to the Counselors to determine student need for supplies as they move into college dorms and connect with donors.

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Norris commented that there may need to be virtual events in the future as an option to fundraising.

XI. Finance Committee: *Chuck Falcon, Chair (Financials were uploaded on the Google Drive prior to the meeting)*

Chuck Falcon stated that there is good news from a financial perspective with no impact on this year's budget. He stated that there should be a surplus and the Committee is taking this month to work on next year's budget (FY2020-2021)

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

Erin Duffy Kruss stated that the plan is to follow up with the students for final grades (approaching) as the year comes to an end. She will connect with Principal Zelazny and Counselors for names of graduating students meeting criteria established by the Summers Foundation for assistance with scholarships.

Both Norris and Allen stated that it would be valuable to include an YWCP former student as a Board of Trustee. Vacca stated that the leadership of a graduate on the Board would foster the development of an Alumnae Group.

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

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

LaQuanna Sparkman inquired about the status of employment of school staff who are not teachers or administrators. Principal Zelazny stated that staff are working with various responsibilities and there are no lay-offs.

She added that a Student Liaison to the Board connected to the Student Government Council would provide a leadership opportunity for a student as well as the Board's connection to the student-body. All agreed.

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

Roberta McInnis stated that all staff have been retained and the school is in a good position. She added that with the Chromebooks in place, there has not been a need for additional resources that incur an expense at this time. She stated that she is working with the Finance Committee developing next year's budget.

Falcon mentioned that he plans to recognize Jenny Vossler at the next Finance Committee Meeting for her donation that supported the purchase of chrome books for all of the students.

XVI. Old Business: *Norris None*

XVII. New Business: *Norris None*

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

XIX. Adjournment: *Next Meeting: Friday, May 1, 2020 8:00 am*

Norris asked for a motion to adjourn the meeting. Kissel advanced the motion, Julia Green seconded the motion. All agreed. Jarzyniecki took a roll call vote.

Yays: Jennifer Allen, Chuck Falcon, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Julia Green, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Nays: None

The meeting was adjourned at 9:37 am.

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