

YWCP Board of Trustees Meeting

Date: Friday, February 7, 2020
Time: 8:00 am
Location: YWCP, 133 Hoover Street



MINUTES

Board of Trustees Present: Jennifer Allen, Jennifer Aronson-Jovceovski, (via phone), Barbara Jarzyniecki (via phone), Pam Kissel, Erin Duffy Kruss, Suzanne Johnston, Kristin Lowe, Laura Norris, LaQuanna Sparkman (via phone), Jennifer Weinstein (Several Members of the Board left the meeting prior to adjournment)

Absent: Chuck Falcon, Julia Green, Carolyn Vacca, Belimar Velazquez

Staff: Sanyah Pelrah, Assistant Principal, Roberta McInnis, Director of Operations

Foundation Present: Lauri Bonnell, Director of Development

- I. **Call to Order:** Laura Norris called the meeting to order at 8:10 am.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:**

Norris stated that a Deficiency Notice was received by the State Education Department. YWCP was cited for academic performance as a result of last year's 7th and 8th grade assessments and other target areas of concern. Norris stated that a report is required as to the specific actions taken to improve performance and enrollment of targeted populations. She added that Principal Zelazny is already addressing this through the strategic plan focusing on academic performance in grades 7-9. The State requires a written report (Corrective Action Plan) due March 2, 2020.

- IV. **Public speakers:** Jarzyniecki stated that no speakers signed up to speak to the Board
- V. **Approval of the December 6, 2019 and January 3, 2020 Board Minutes.** Norris

Norris postponed the vote on the minutes given that there was not a quorum present. Norris did point out a revision to the Resolution pertaining to tuition reimbursement approved at the January Meeting and posted on the Google Shared Drive.

- VI. **Executive Report:** Norris (Report filed in Shared Drive prior to meeting)

1) Strategic Plan Update

Norris reported that several meetings have taken place to finalize the 3 Year Strategic Plan with BKL, Principal Zelazny and the Executive Committee. She stated that the Plan is primarily focused on the term of YWCP's most recent three year Charter Renewal. The top priorities identified are based on the areas that were identified as "approaching" in the Charter Renewal (Benchmark 1: Student Performance; Benchmark 2: Teaching and Learning; Benchmark 9: Enrollment, Recruitment & Retention) directly related to Academic Performance. Specific goals and actions with targets are included within the plan, especially the focus on grades 7-9. She added that concentrating on these priorities does not mean that YWCP is not attending to other aspects of the school performance, and the school is committed to achieving success on all

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benchmarks, as well as, student college-readiness with the ultimate goal of graduating and totally prepared to enter a 4 year college.

Jennifer Weinstein asked “what evidence does the school document that shows the improvement of academic performance for students entering into the 7th grade and are there other school success models?”

Norris responded highlighting the Principal’s monthly reports that includes performance data showing evidence of students’ movement through the academic levels. She did state that a future goal of the plan is to possibly add a 6th grade. Given Weinstein question, Norris [indicated that there are schools that have been successful in improving proficiency in new students and that we could engage them to share best practices. felt that it would be good to look at other models of school success.](#)

2) YWCP Board By-Laws

Norris stated that the Audit (Governance) Committee took on the action item to review the Board By-Laws. She stated that the Executive Committee also reviewed suggested revisions by the attorneys and a revised document will be forwarded to the full Board for approval at the March Board Meeting. 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).

Jennifer Allen referred to the Code of Ethics and stated that the Executive Committee would be reviewing policy changes.

Norris stated that the Strategic Plan, Board By-Laws and the Code of Ethics will be brought to the full Board for approval and action at the March Meeting. She stated that the Board By-Laws and Code of Ethics documents will not go into effect until the State approval.

3) YWCP Foundation, Next Steps

Norris stated that a meeting with the Foundation Board was held to address the future of the YWCP Foundation. The meeting was facilitated by Deb Hamner (Breakthrough Leadership Group). Discussion focused on the best way the Foundation could partner and support the school. She reported agreements were made to [reinvigorate/reestablish](#) the Foundation and recruit members, enhance foundation fundraising and friend raising, strengthen relationships with donors and seek additional donors.

Weinstein agreed and talked about the history of the Foundation emphasizing the change in leadership over the past 7 years.

Norris stated that next steps are to develop a documented process for Foundation/school interaction to support friend/fundraising. Norris stated that she is proposing to continue with BKL to facilitate the next meeting.

4) June Board Retreat

Norris reminded the Board that the June meeting is the Annual Board Retreat scheduled for a half day. She asked the Board for agenda items that they may wish to include during the Retreat.

5) Presentation: Board Document Repository

Michael Douglass (IT Systems Administrator) provided the Board with an overview of the Google Drive. He referred to a power point presentation with highlights about the Drive. He explained the access and capacity of the different drives (Shared and personal drives- My Drive). There were questions regarding Committees and membership access in a shared drive. Douglass provided a tutorial on how to upload documents and files to the drives as well as the option to revise documents within the drive. He added that the Google Drive is secure and information is continuously backed up automatically.

Weinstein asked about shared access and the ability to manage sensitive documents.

Norris explained the different options for sharing sensitive documents and the management under a read-only shared drive. She stated that Jarzyniecki is in the process of loading documents from past years labeling various categories for locating certain folders by means of a user friendly system. She stated that the updated Renewal Document recently sent by the State is filed in the shared drive.

6) *Principal Zelazny recognized by the Student Leadership Network*

Norris shared that Principal Zelazny was recently awarded the Ann Tisch Inspire Award which is given to a person each year supporting efforts in the Student Leadership Network Schools. She stated that Principal Zelazny was awarded this prestigious recognition for her inspirational leadership demonstrated every day with the teachers and students. Board members extended their [congratulations](#) to the Principal and talked about her continuous and unyielding commitment to YWCP.

Weinstein commented that she believes there should be better communications with the Network and school to support this type of nomination.

VII. *Audit (Governance Committee) Jennifer Allen*

Jennifer Allen distributed a skills assessment survey and asked the Board members to review, add and/or approve their profile. She stated that the overall objective is to use this information to identify any skill gaps on the Board and a tool for succession planning and Board recruitment. She asked that the survey be returned by the end of the next week. Allen stated that 2nd year terms expire for three Board members in 2020 (Laura Norris, Chair; Barbara Jarzyniecki, Board Secretary and Suzanne Johnston, Member of the Performance Evaluation and Education Committee)

Allen stated in line with Board By-Laws, the Board will vote to extend the terms for Norris and Jarzyniecki until the end of June. Norris stated that this may be the case when a member is in a standing position as an officer or Committee chair.

VIII. *Principal's Report: Barbara Zelazny, Principal (absent) Sanyah Perah reported for the Principal*

Benchmark 1: Student Performance

Sanyah Pe|rah, (Assistance Principal, Instruction) presented the class of 2020 cohort and standings toward meeting graduations requirements. Perah stated that there are 61 students with a projected graduation rate of 98%. She added that there is one student listed within this cohort who has not attended school despite extensive intervention with the family, therefore, it will be impossible to reach 100% graduation rate. She added that there are 11 students that are still working hard toward meeting requirements and projected that 82% will receive a Regents Diploma and 13% will receive a Regents with Distinction Diploma. She talked about the State's acceptance of the August Regent results which will be included within the current year's graduation percentage.

Benchmark 2: Teaching and Learning

Pe|rah stated that the January PD focused [on](#) using data to drive instruction. Time was spent on preparing for future assessments and the Flex Friday schedules. Teachers were asked to use data to prepare students by using the scholar block time, learning recovery and mindset work. She shared the enthusiasm of the teachers as the BASE Team presented how they have created a tapestry of student supports with focus on academics, attendance and behavior. She added that the sessions continue to highlight the "Experts Among Us" whereby 2 teachers presented how to use EDoctrina to create assessments using data to inform instruction (e.g. data showed how many students missed a certain question).

Benchmark 3: Culture, Climate & Family Engagement

Pe|rah reported that the administration set in place a push for positive feedback for students and staff. Teachers and staff are encouraging each other to point out 'good' work with 'staff shout outs' and each week positive postcard notes are being sent home by all staff members to YWCP students.

Pe|rah continued to highlight various events that took place during the month of January: perfect attendance celebration, field trips to various colleges (Optics students visited the University of Rochester), MCC Dual Enrollment Program and a dance with UPrep Charter School.

Enrollment

She stated that the school continues to work closely with the GoodSchoolsRoc, scheduling open houses and planning to initiate the enrollment planning strategies identified to increase enrollment with more outreach within the community. She stated that a more detailed plan is scheduled to be presented at the March Board meeting.

Weinstein asked if the plan includes using the athletics programs as a point of outreach. Pe|rah stated that that continues to be part of the plan given the success of the athletic programs.

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair (Report filed in shared drive prior to the meeting)

Kissel shared the report from the last meeting. She stated that the Committee received the Curriculum and Instruction Development Calendar, an Assessment Calendar was shared and reviewed, and Scope and Sequence of the Curriculum. In addition, a complete review of the Friday PD sessions was shared.

She talked about the membership of the Committee and added that there are three new members with education backgrounds (Special Education, Middle School Language Teacher and Peer Mediations) that joined the Committee. The Board discussed the need for diversity and ways to reach out to various educators.

Weinstein asked for the school to promote ways to encourage teaching careers for YWCP students. She suggested that it would great to expose students to various teaching careers and try to guide them in the direction of becoming teachers.

Kissel stated that BOCES 1 had a program that encourages teaching careers and she will talk to Principal Zelazny to consider this program.

X. Development Committee Report: Jennifer Weinstein, Chair (Report filed in shared drive prior to the meeting)

Weinstein provided highlights of the February event 'Cool Women, Hot Jobs.' She turned it over the Lauri Bonnell, Director of Development. Bonnell stated that this year there are 16 different career areas ([including](#) FBI agent, Community Activist, Architecture, Construction, Medical Fields, etc.). She stated that the keynote speaker is Melissa Geska, President and CEO of the US Ceiling Corporation. Bonnell added that the 7th grade students will visit the MCC Downtown Campus and 8th grade students will visit the Rochester Health Workforce Development Center.

XI. Finance Committee: Chuck Falcon, Chair (Financial were filed in the shared drive prior to the meeting) No Report

Allen mentioned that in the past a former Board members provided access to a survey for conducting the Board Self-Assessment. She suggested that the Board consider purchasing rights to a survey tool that is flexible, offers anonymity and analytics. Several Board members agreed.

XII. Scholarship Committee: Erin Duffy Kruss, Chair No Report

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

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

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LaQuanna Sparkman stated that she and a few Committee members attended the BASE presentation and felt it was extremely informative. She added that the Committee discussed ways that members could support the program, help families to understand the school culture and ways in which families can be more engaged and involved with the school. The Committee discussed ways to seek parent understanding of the school culture and strengths as a way to market the school to other families.

Norris stated that the school is scheduled to conduct a parent survey covering various topics [as required by the NYS Education Department Charter Office](#).

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

Roberta McInnis stated that the financials were uploaded in the shared drive for review. She stated that the school budget is where it should be at this time of the year and added a new document for review.

XVI. Old Business: *Norris None*

XVII. New Business: *Norris None*

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

XIX. Adjournment: *Next Meeting: Thursday, March 5, 2020 6:30 pm*

Norris asked for a motion to adjourn the meeting. Kissel advanced the motion and Allen seconded the motion. All agreed. The meeting was adjourned at 9:45 am.