

YWCP Board of Trustees Meeting

Date: Friday, November 1, 2019
Time: 8:00 am
Location: YWCP, 133 Hoover Street

*Minutes officially approved on
January 3, 2020*

*Respectfully Submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Jennifer Aronson-Jovceovski (via phone) Erin Duffy Kruss, Chuck Falcon, Julia Green, Suzanne Johnston, Kristin Lowe, Laura Norris, LaQuanna Sparkman, Jennifer Weinstein

Absent: Barbara Jarzyniecki, Pam Kissel, Carolyn Vacca, Belimar Velazquez

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Crystal Rupp, Assistant Principal

Foundation Present: Director of Development: Lauri Bonnell (via phone)

- I. **Call to Order:** Laura Norris called the meeting to order at 8:05 am.
- II. **Roll Call:** Norris proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:** There are no communications.
- IV. **Public speakers:** Norris stated that no speakers signed up to speak to the Board
- V. **Approval of the October 3, 2019 Board Minutes.** Norris

Norris called for a motion to approve Board minutes from the **October 3, 2019** Board Meeting. Allen asked to revise and add Jill Wynn to the Scholarship Committee. Johnston advanced the motion and Weinstein seconded the motion. All agreed. The minutes were approved unanimously.

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

In a report distributed prior to the meeting, Norris highlighted the Board Calendar and the upcoming events for the month of November and December.

Annual Financial Audit

Norris stated that the financial audit was completed by Bonadio & Co., LLP (Certified Public Accountants). She stated there were no qualifications and the auditors commented on the school's good financial position. She complimented Roberta McInnis, Director of Operation for her excellent work.

Norris proceeded to ask for a motion to approve the Annual Audit. Laquanna Sparkman advanced the motion, Julia Green seconded the motion. All agreed. The Annual Audit was approved unanimously.

Resolution #2 (2019-2020) Approval of Annual Audit

Whereas, an Independent Audit by an External Auditor is required in accordance with New York State Education Law for Charter Schools, and

Regular Board Meeting: November 1, 2019

Whereas, Bonadio & Co., LLP (Certified Public Accountants) completed the Annual Audit, following a thorough review of financial systems and statements as of June 30, 2019, therefore be it

Resolved, that the YWCP Board of Trustees hereby approves the Financial Statements as of June 30, 2019, together with the Independent Auditor's Report due to New York State on November 1, 2019.

Norris also stated that it was necessary to approve the Form 990 by November 15, 2019. She referred to the Draft document sent prior to the meeting for Board review. Norris asked for a motion to approve the Form 990. Johnston advanced a motion, Allen seconded the motion. All agreed. The Form 990 was approved unanimously.

Resolution #3 (2019-2020): Approval of Form 990-Return of Organization Exempt from Income Tax

Whereas, Young Women's College Prep Charter School (YWCP) is required to file an annual Form 990 - Return of Organization Exempt from Income Tax with the Internal Revenue Service covering the year, July 1, 2018 through June 30, 2019; and

Whereas, The Bonadio & Co., LLP (Certified Public Accountants) prepared and Roberta McInnis, Director of Operations presented the Form 990 to the YWCP Finance Committee on October 29, 2019; therefore be it

Resolved, that the YWCP Board of Trustees received and reviewed Form 990, and further be it

Resolved, that the YWCP Board of Trustees approves the Form 990 for submission to the Internal Revenue Service by November 15, 2019.

Document Repository Presentation: Michael Douglass, Systems Administrator

Norris stated that the presentation by the Systems Administrator would be postponed to the December Meeting, if necessary. She stated that testing features of the Google Team Drive resulted in a slight change in approach adding a second Team drive. One drive is designated as a working drive used to load documents for upcoming board meetings, review meeting documents prior to the meeting and store individual Committee working documents. The second drive is for reference only with read-only capability. She stated that the Chair, Vice-Chair and Board Secretary will be able to have full access. This drive includes prior Board Meeting Docs, Charter and Renewal Documents and Financial Audit Reports.

Principal Zelazny stated that this system is a better way of organizing the work in a more efficient manner.

Leadership Breakfast

Norris complimented Jennifer Weinstein, Lauri Bonnell, and the volunteers on the success of the Leadership Breakfast. She stated that several attendees commented that, in a field of similar fundraising events, the YWCP Leadership Breakfast is a standout. Several Board members also expressed their appreciation and commended on the outstanding event.

Strategic Planning

Norris provided an update regarding the Strategic Planning Process. She stated that Deb Hanmer, (Breakthrough Leadership Group) will continue to work with Principal Zelazny completing the first draft of the Plan. A meeting with Executive Committee and Committee Chairs will be scheduled. She added that on November 4, 2019, a meeting is scheduled with the Executive Committee to discuss alignment/funding strategies and organization capacity.

Teacher Appreciation Luncheon

Norris stated that the Board has hosted a Teacher Appreciation Luncheon in the past. She asked Principal Zelazny for the date for planning purposes.

VII. Audit (Governance Committee) Jennifer Allen

Jennifer Allen stated that a proposal is in the process of being developed for professional assistance for the review of the overall review of the Board's Policy Manual. She added that a redline document of the Board's By-Laws is complete for discussion with the Executive Committee and following Board approval in time for the December submission to the Charter School Office. Allen referred to a sub-Committee that is working to enhance the orientation process for new Board Members. She stated that there is a suggestion to integrate the process with Committee goals.

Allen reported that at a recent United Way Board Recruitment Fair, seven individuals with exceptional skills expressed an interest in supporting and engaging in YWCP programs.

Jennifer Weinstein shared that she was approached by individuals at the Leadership Breakfast as well. Both Allen and Weinstein stated that the Board needs a standard document (other than the Charter) that summarizes the responsibilities of the Board of Trustees, Committee Charters, and a check-list of school identified areas where volunteers are most needed.

Norris agreed and added this as an action item for the Board.

LaQuanna Sparkman suggested a volunteer form on the website as a way to make it easier for individuals to express interest.

Principal Zelazny stated that the school would like to have a structure established to systematically call upon the members of the community interested in supporting programs related to the mission of the school.

Lauri Bonnell referred to the volunteer form on the website and expressed the need to acknowledge the interested parties and help identify the best area for support.

Allen agreed with the fact that a system for connecting with the community needs to be developed and listening to the ideas expressed, she will begin the discussion with her Committee.

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

Principal Zelazny distributed a report aligning activities, events and programs with Benchmarks. She stated that the report gives the Board an inside look at what is going on during school and outside of the classroom, a way to draw students and keep families engaged. She highlighted various activities: Open House, field trips to various community sites to promote learning, leadership and team work, in particular, the 20 students attending an exhibition to learn about optics manufacturing from leading experts, college visits, spirit rallies, and participation in annual Leadership Breakfast.

She highlighted the success of the Volleyball Team, establishment of the Varsity Club and results of parent involvement. She stated that on October 23, students participated and collaborated with YWLN to launch the first College Prep Bootcamp addressing the college application process and NYS College Landscape, College Acceptance Criteria, opportunity programs, the use of Naviance aligning student strengths and interests to goals, and the navigation of Financial Aid.

Principal Zelazny presented a calendar of Board presentations throughout the year that will align with the strategic plan when finalized.

She provided an update on enrollment under Benchmark 3, reporting that the school currently enrolls 380 students (up from 357 from last year) and stated that there were 20 offers made and 10 students are currently in the enrollment process. She added that the success of the athletic program has helped encourage enrollment and students are making strides to represent their school, community and teams. Students are awarded for exemplifying team leadership, sportsmanship and academic success.

Principal Zelazny spoke about her collaboration with YWLN and outreach to network schools as a result of presenting at the Young Women Leadership Network Conference.

Benchmark 1: Trending Toward Proficiency - Middle School Achievement Report

Principal Zelazny introduced Crystal Rupp, Assistant Principal. Ms. Rupp proceeded to provide the Board with a detailed data report highlighted several areas of academic growth for students in Grade 7-9. She referred to the Performance Framework benchmarks and indicators according to the rating scale: exceeds, meets, approaches, falls far below. Ms. Rupp stated that YWCP students are trending toward proficiency and designated as 'approaching' as indicated by the last NYS Charter School renewal site visit. She took the report one step further by providing a cohort analysis of students entering 7th grade in comparison with their 6th grade level performance in both ELA and Math. She stated that the 67 students enrolled in September were 85% below proficiency in ELA and 87% below proficiency in Math according to assessment data.

She provided this comparison and listed the *Fall* results from the (Northwest Evaluation Association) NWEA, an assessment taken throughout the year to determine academic growth. Rupp stated that the same students tested showed growth in both ELA and Math moving up in levels (28% average or above average in Math, 32% average and above average in ELA).

Principal Zelazny stated this is testimony that programs in place are resulting in moving more students toward proficiency.

Rupp continued to provide data that demonstrated proficiency in each grade level comparing student performance from 6th grade to 8th grade and beyond. Principal Zelazny and Rupp stated that according to the data students entering 7th grade continue to move to proficiency levels across grade levels as evidence by the 40% of students in the 8th grade who passed Regents Algebra and 82% of 11th grade students who excelled in Regents ELA.

Several Board members commented on the information provided and the trending growth in academic performance. Sparkman asked if students are aware of their movement in levels and progress throughout the year. Principal Zelazny confirmed that this information is shared with students and parents, especially, the grade 7-9 articulation.

Principal Zelazny commented that the investment in the Instructional Coaches is paying off as evidence by the academic performance in upper grade levels.

Johnston asked for a future report regarding Advanced Placement results.

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair No Report

(Report Submitted prior to meeting, including Principal Zelazny goals for 2019-2020 school year.

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

Jennifer Weinstein provided a preliminary report comparing the fundraising results from the last five years pertaining to the Leadership Breakfast. She indicated that this year there were less table sales, sponsorship was down as well as donations from the donor cards. She estimated that after expenses, donation and giving was down at least \$15,000. Weinstein stated that over the next several months, it was necessary to strategize about ways the Board could provide additional support and list other opportunities to maintain relationships with present donors. One suggestion was to seek Trustees that have a social following, are dedicated to the school in a fundraising capacity, and have significant connection with the community increasing donor participation to an event such as the Breakfast.

Several Board members expressed the importance of maintaining relations with donors, sponsors, and people eager to support the school. It was stated that the event was well-received by attendees.

Erin Duffy Kruss highlighted the number of fundraising events taken place throughout the year and commented that not in every case would the honoree be involved in securing table sales.

Board Members Norris and Allen suggested that the Foundation develop an action plan with strategies to increase, and retain donors and sponsors.

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

Chuck Falcon stated that the Finance Committee met and discussed ways to generate additional income for the schools. He reported that the school has a financially stable cash balance and there may be opportunities to increase funds. The Committee will meet with M&T bank, an YWCP sponsor, to find ways to increase funds by not taking risks. He stated that there are additional grants that the school may be eligible to receive according to external auditors. At the December Board Meeting, he stated that he will share an updated forecast taken in consideration current enrollment at the next Board Meeting.

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*

Sparkman stated the Committee met and are developing a charter. The Committee is considering mentoring as a focus since there is an interest in students attending RIT who were brought to the Breakfast. She stated that the Committee is seeking to engage parents as part of the Committee.

Principal Zelazny referred to the parents on the Varsity Club. She stated that it was important to engage individuals in their area of interest supporting the school whether it was financial, job shadowing, tours, mentoring, etc. She expressed the importance of being very specific so not to lose the community's interest.

Norris stated that the Principal and administrative staff have educational goal to meet and outside interest and opportunities that fit within the educational plan is essential.

XV. School Operations: *Roberta McInnis, Director of Operations (Report at the beginning)*

XVI. Old Business: *No Old Business*

XVII. New Business: *No New Business*

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

XIX. Adjournment: Next Meeting: *Friday, December 6, 2019 8:00 am*

Norris asked for a motion to adjourn the meeting. Johnston advanced the motion and Allen seconded the motion. All agreed. The meeting was adjourned at 9:36 am.