

YWCP Board of Trustees Meeting

Date: Thursday, October 3, 2019
Time: 6:30 pm
Location: YWCP
133 Hoover Street

*Minutes officially approved on
November 1, 2019*

*Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Chuck Falcon, Julia Green, Barbara Jarzyniecki, Kristin Lowe, Pam Kissel, Laura Norris, Jennifer Weinstein

Absent: Erin Duffy Kruss, Belimar Velazque, LaQuanna Sparkman, Carolyn Vacca, Suzanne Johnston, Jill Wynn (resigned 10/3)

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Sanya Pelrah, Coordinator of Instruction

Foundation Present: Director of Development: Lauri Bonnell

- I. **Call to Order:** Laura Norris called the meeting to order at 6:30 pm.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:** There are no communications.
- IV. **Public speakers:** Jarzyniecki stated that no speakers signed up to speak to the Board
- V. **Approval of the August 2, 2019, September 6, 2019 Board Minutes.** Norris (Allen, Green)

Norris called for a motion to approve Board minutes from the **August 2, 2019, September 6, 2019** Board Meeting. Jennifer Allen advanced the motion and Julia Green seconded the motion. All agreed. The minutes were approved unanimously.

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

1) **Board Calendar**

Norris stated at every meeting, she will reference the Board Calendar items throughout the month and for the future to help keep all Board members informed. She highlighted the October and November activities within her report.

2) **Breakthrough Leadership Group**

Norris stated that over the last month, productive meetings with the Leadership Group and Executive Committee, Principal Zelazny were held to continue with the development of the Strategic Plan. It was agreed that the Board and Administrative Team leverage the Charter Renewal Report to identify the key priorities in the following:

- Benchmark 1: Student Performance (Approaching)
- Benchmark 2: Teaching and Learning (Meets, but has direct impact on Benchmark 1)
- Benchmark 9: Enrollment, Recruitment, and Retention (Approaching)

Breakthrough Leadership will provide a framework for a Strategic Plan and assist Principal Zelazny in building a plan aligned with the Benchmarks and Principal's goals.

She stated that the next steps involve meeting with the Executive Committee and Committee Chairs re: Board Process, review of the first draft of a 3 year strategic plan docs (Board Chair and Principal), and Executive Committee meeting on strategic alignment/funding strategies and organizational capacity.

3) **Annual Financial Audit**

Regular Board Meeting: October 3, 2019

Norris stated that a final meeting to review the results of the audit is scheduled for October 17. The audited results are due to NYSED on November 1. The Board will receive a draft copy prior to submission.

4) Board Document Repository

Norris stated that there have been several discussions regarding the Board's Document Repository' naming conventions and site structure process. She listed a number of key features calling out the naming of dedicated folders to hold Board documents. The Google Drive will be populated during the month of November in preparations for a December roll-out. She stated that there will be an overview on how to access and use the site.

5) Resignation: Jill Wynn

Norris expressed disappointment with receiving a resignation letter from Jill Wynn.

Wynn (in her letter) stated that her new position will demand far more of her time, leaving little time to focus on Board priorities. Norris added that Wynn plans to remain a member on the Enrollment, Recruitment and Retention Committee. On behalf of the Board, Norris extended her appreciation for her service and continued support.

6) United Way

Norris stated that Jennifer Allen has agreed to represent the Board at the United Way's Board recruitment event.

VII. Audit (Governance Committee) Jennifer Allen

Jennifer Allen stated that the Committee met, established a monthly meeting schedule and continued discussion regarding the professional review of various items within the Policy and Procedures Manual, changes to the YWCP By-Laws discussed previously by the Board and in accordance with the NYSED Charter School Guidelines and its December target date for submission.

Allen reviewed the results of the Board's Self-Assessment. She stated that there was a 78% response and presented results in a year-to-year comparison. She indicated that 17 out of 40 areas resulted in 100% indicating the goals was met. She explained that as a result from the previous years, the lower % of responses indicate an improvement in the following areas: parent partnership, strategic goals and plans, Board recruitment and Board Orientation. Allen asked the Board to review question 17 (within the assessment) that deals with Board/School faculty engagement. Several conversations took place regarding what this means and how the Board should engage and interact with staff. Allen stated that it may be helpful to continue the discussion and revise the assessment to clearly define 'ways of interaction' with the faculty. She asked the Executive Committee to add this discussion as a future agenda item clearly defining engagement, consider revising the question and share with the full Board for approval.

Allen stated that the Committee would work on developing an action plan for various committees addressing the areas listed as 'developing.'

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

Principal Zelazny stated that there was a strong start to the new school year. She referred to changes in the entry arrival process and the student responsibility given to the upper classman. She added that the faculty is in the process of reviewing the academic background of the 70 students enrolled in the 7th grade and plans on providing a report next month.

Principal Zelazny provided an overview of the year's assessment calendar as information for the Board resulting in a review of student progress. She shared a comprehensive document focusing on English Language Arts with considerations of social emotional learning (SEL), literacy performance level descriptors, relevant data, and research-based best practices in writing, vocabulary/close and reading strategies. The rationale for this work addresses curricular

decisions based on standards aligned with best practices for benchmark planning. The intent for all ELA classes (7th-11th grade) is to use similar vocabulary and practices.

She reported that she would be taking part in a conference at St. John Fisher where she will be presenting on the topic of Restorative Practices and will be attending and presenting at the YWLN conference in Baltimore, Maryland on October 17, 2019.

Principal Zelazny introduced Sanya Pelrah, Coordinator of Instruction. Pelrah presented on professional development pertaining to Benchmark 2: Teaching and Learning.

Curriculum & Instruction Professional Development (CIPD)

Sanya Pelrah, Coordinator of Instruction referred to the 7-9 articulation's scope and sequence. She stated that professional development is based on a format to memorialize curricular decisions, spiral priority standards, and further the 7th-9th grade articulation. She stated that this collaboration is the first of this magnitude in YWCP's history. The current work is to address priority standards and to create specific plans for what to address in real time (teaching and learning, data instruction). She stated that the embedded professional development is based on the changing needs of the staff and students. The administrative team, coaches and teachers at each grade level take a snapshot through planned assessments throughout the year determining what is needed to advance student achievement and teacher growth.

Pelrah identified ways of approaching individual strengths through differentiated supervision and evaluation by respecting individual strengths, using data and being flexible when addressing the need through professional development. Principal Zelazny stated that building trust by positive feedback will impact student achievement. She plans to be involved in observations, classroom walkthroughs, and meetings with individual teachers along with Ms. Pelrah and coaches. As a result of the staff survey, Principal Zelazny stated that the staff agrees (100%) (August survey results) with a differentiated approach to help teacher growth.

Pelrah referred to the use of Chrome books and its roll out in every classroom. She stated that 100% of staff (August Survey results) agreed that all classrooms should incorporate the same rituals and routines. The plan is to fully support teacher use of technology through a Google Classroom. She stated that only 70% of teachers incorporated the use of chrome books into their daily practice therefore some students were not experiencing lessons prepared using this technology. She provided examples of a Google Classroom such as lessons on video tape that are meant to help students' learning on their own to master the subject.

Pelrah continued the conversation regarding assessments laying out the articulation between grade levels (7-9, 10-11, 12). She explained that these assessments built into the calendar will guide informed instruction. She referred to eDoctrina, an online assessment aligned with the Common Core Standards allows teachers to dig deeper into the data to help students succeed supporting long-range planning. She mentioned at the 10th and 11th grade, families were pleased to hear that YWCP will continue to use the PSAT as a measure of success. Pelrah added that NWEA (Northwest Evaluation Association) is an assessment solution to measure growth and proficiency for ESOL students to help tailor instruction. She stated that there is a cohesive team meeting consistently supporting ESOL and Special Education students adhering to regulations and providing individual plans that are unique to YWCP.

Principal Zelazny stated that the coaching model is key to taking instruction to the next level using the tools described above with teacher agreement.

Pelrah ended the presentation with a description of the new and exciting opportunities for teachers and students with a STEM focus. An introduction to Optics, a Monroe Community College Dual Enrolment class is offered, along with Physics and a Coding Class.

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

Pam Kissel stated that the Committee continues to work with Principal Zelazny on her performance evaluation. She shared the first draft of the evaluation with the Committee and Principal. Principal Zelazny identified year end goals and she plans on sharing with the full Board at the November Board Meeting.

X. Development Report: Jennifer W., Chair

Lauri Bonnell provided an update regarding the progress on the preparations for the Leadership Breakfast to take place on October 23, 2019. She encouraged the Board continue to make connections, sell tickets, and recruit sponsors. She stated that the filming of the honorees and students is scheduled to start.

XI. Finance Committee: Chuck Falcon, Chair (Financial Documents were Submitted Prior to the Meeting)Chuck

Chuck Falcon distributed financial documents for August (Dashboard, Balance Statement, Profit and Lost, P&L Budget August Summary, P&L versus Budget, August 2019, P&L YTD Prorated Budget August 2019). He stated that he is presenting a different view so that Board members are more informed on a monthly basis. Falcon indicated that there were no unusual activities or changes and the budget remains fiscally sound.

XII. Scholarship Committee: Erin Duffy Kruss No Report

Norris stated that mentors for the college students have been assigned and are meeting to develop a relationship and build support.

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

XIV. Climate, Culture, Community/Family Engagement Comte: LaQuanna Sparkman No Report

XV. School Operations: Roberta McInnis, Director of Operations

Roberta McInnis provided information regarding the Annual Audit. She stated that there is a meeting scheduled for October 17, 2019 to review the final report. She stated at the next Board meeting, a copy of the Annual Audit will be available.

XVI. Old Business: None

XVII. New Business: Norris stated that on October 10, 2019, the Senior Blazer Presentation is scheduled to begin at 9:15. She stated that this is a tradition that started with the first graduating class. She invited the Board to attend.

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

XIX. Adjournment: Next Meeting: Friday, November 1, 2019 8:00 am

Norris asked for a motion to adjourn the meeting. Kissel advanced the motion, Allen seconded the motion, and the meeting was adjourned at 8:15 p.m.