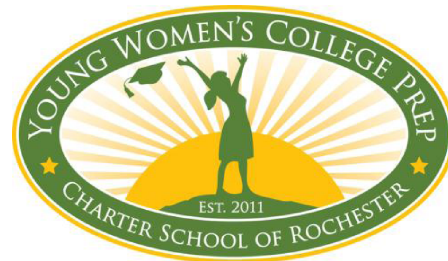


YWCP Board of Trustees Meeting

Date: Friday Sept 3rd, 2021
Time: 8:00 a.m.
Location: Zoom Conference



Minutes

I. Call to Order: *Jennifer Allen, Chair*

II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance

First Name	Last Name	3-Sep-21
Jennifer	Allen	x
Jennifer	Aronson-Jovceviski	x
Erin	Duffy-Kruss	x
Charles (Chuck)	Falcon	x
Melissa	Geska	Excused
Julia	Green	x
Nadine	Hylton	x
Kristin	Lowe	x
Idonia	Owens	x
LaQuanna	Sparkman	
Belimar	Velazquez	x
Jennifer	Weinstein	x

Guests

Barbara (Barb)	Zelazny (Principal)	x
Roberta	McGinnis (Director of Operations)	x
Lauri	Bonnell (Executive Director of YWCP Fdn)	x
Twyla	Cummings (CCSFE Committee Member/Dean @ RIT)	x
Maria	Cruz (Parent Steward (New SLN Director of College	x
Yolanda	Counselling)	x

III. Communications to the Board: *None*

IV. Public speakers: *Part of culture and climate committee*

V. Approval of the August 6th 2021 Minutes

- Motion: Jennifer Allen
- 2nd: Chuck Falcon
- No objection

Regular Board Meeting: September 3, 2021

- d. Minutes approved

VI. Executive Report: Jennifer Allen

- Annual report: Submitted on time
- Renewal report: Submitted
- Pre-Audit meeting with Bonadio: conducted
- Thank you to all the teams that contributed to all these efforts
- Barb Z. will review in-person school attendance and the needs during these unprecedented times. We wish everyone the very best. Looking forward to a stellar year. There are some key dates to note in the principal's report.
- Welcome Yolanda Steward, Counselor to YWCP

VII. Climate, Culture, Community/Family Engagement Committee: Nadine Hylton

- a. Nadine will leave the meeting at 8:30 AM due to conflict, thus the topic moved up on the agenda.
- b. The committee is chartered to engage parents and make sure their voices are heard.
- c. The committee has put together a proposal and presented it to the board.
- d. A lot is being done by the school. However, more can be done to engage parents.
- e. Three pathways to engage parents:
 - i. Open recruitment call – Ask parents to share and explain how parents can get engaged. \$2,500 suggested for promotional materials
 - ii. YWCP parent advisory group – Suggested to get four parents to be the advocates to inform decisions at the board level. Also, their role will be to support other parents. This group may be a subset of parents that are on committees. This group could also help recruit other parents to be on committees. They will be non-voting members of the board.
 - iii. Parent, family, and community – Social event to celebrate 10th year anniversary. The event would be used to recruit and bring the committee together. Estimated cost for initiative: \$25,000 - \$35,000. Since public funds cannot be used for this type of event, the committee and board would have to look for other sponsorships and funding sources. Maria Cruz has done events like this previously using vendors. Vendors contributed to the cost of the event. Ms. Cruz reiterated the importance of an event like this to bring everyone together particularly after the isolation of the pandemic.
 - iv. Barb Z. will take the lead and make sure the proposal aligns with school activities.

VIII. Governance Committee Julia Green

- a. *Board retreat dates: September 24-25. Majority can attend in person.*
 - i. *Friday (9/24) will be a social event where committee members can attend from 5-7 PM.*
 - ii. *Saturday morning will be the retreat. Committees that have to report will be given advance notice. Location is TBD. Suggested time: 8:30 – 11:45 AM.*

b. For board recruitment, the board will be strategic in recruitment to ensure board members fill skill gaps. We are a working board. Board members are expected to meet expectations. The Board is looking for ambassadors that are willing to share their network. Financially, board members are expected to contribute up to \$1,000 per year.

- iii. Board Member Recruitment Team: Governance committee member, board officer, representative from committee that has identified a skill gap in their committee.
- iv. During recruitment informational meetings, each trustee should be deliberate regarding the information they provide to the candidate: YWCP organization chart, mission, vision, and values; Committee structure chart; Meeting calendar; Financial expectations; Event calendar.
- v. Additional onboarding materials would be divulged such as: NYSED framework requirements, membership in the Student Leadership Network (SLN), fiduciary responsibilities, financial standing (health of the organization).
- vi. The committee is open to additional suggestions.
- vii. Barb Z. suggests that prospects spend some time at the school with the principal for additional information and also to introduce new members to key leaders in the school.

IX. Principal's Report: *Barbara Zelazny, Principal*

- a. Thank you for feedback and edits to the renewal application.
- b. YWCP was selected for a pilot where the Student Leadership Network is funding a Director of College Counseling. This means that we can preserve and enhance the college program. Barb introduced Yolanda Steward who has been selected for this role. Yolanda articulated her passion for the role. She has been in training with 20 other counselors which will allow her access to more resources for YWCP's students.
- c. November 3 is the (NYSED) renewal site visit. It will be remote. BoT members please block the calendar to participate in the required meetings.
- d. School opening: Faculty has been spending time in professional development this past week
- e. Issues with school opening: busing for students is provided by RCSD. 125 students do not have transportation due to a lack of buses and drivers in the district. The school is encouraging parents to drive students. The faculty is conducting outreach and staying in touch with affected families. Private companies are also lacking drivers; no employees available. Using a private company is a problematic option, because of the driver shortage there as well. The school is evaluating all options. A BoT member suggested using Uber drivers pending liability issues. Other options are being considered: offer RTS passes to families, coordinate carpooling, rent vans. This issue will accelerate conversations about purchasing/leasing a bus/van dedicated to YWCP.

- f. Students are returning to school Wednesday, September 8, 2021. Everyone is wearing masks because 3ft distance (required distance for not wearing mask) is not an option. Lunch will be the exception. There will not be 3ft distance and girls will have their masks off during lunch.
- g. Cleaning service, Flower City, is doing a great job. Good partnership.
- h. 93% of the staff is vaccinated. Everyone is required to be vaccinated or have weekly testing. Testing can be done at school.
- i. Students will have a ChromeBook at home but there is also a set in every classroom. The previously used Pearson learning management system will still be used which gives online access to parents, students, and teachers.
- j. Please review the Principal's report for additional information.

X. Education Committee, Performance Evaluation Committee: *L. Sparkman*

- a. Idonia Owens reporting for Ms. Sparkman
- b. Committee will meet 4th Wednesday of every month at 4:30 PM
- c. Recruiting additional members to the committee to get a broader perspective of educational issues.
- d. Committee still needs to provide criteria/requirements for additional members to the BoT. BoT will help with recruitment based on criteria.

XI. Development Report: *Jennifer Weinstein, Chair*

- a. Breakfast planning is ongoing. The event is being restructured due to the pandemic. Honorees would be part of an in-person event at the school with selected students on October 27 (coordinating with Barb Z.). Students will present awards to the honorees. BoT members will be invited. This will be recorded and shown as part of the live event in November. Barb Z. mentioned that this provides for leadership opportunities for more students in planning and coordinating the event. This reduces the space and transportation constraints. This hybrid model could become more valuable in student involvement, responding to prior challenges of space and
- b. BoT members please reserve the morning of October 27.

XII. Finance Committee: *Chuck Falcon, Chair*

- a. Actual enrollment exceeds number estimated in budget: 389 students enrolled
- b. Investment (from cash surplus) is now at \$14,107 due to very good market performance in the past 6 months. Two investments: one has a mix of equities and the other is earning interest.
- c. Final list of expenses for the 2nd and final grant application has been loaded to the Google drive. Some expenses cover three full school years. One mandatory requirement for the grant is to allocate a certain percentage to deal with learning loss/learning recovery. Our grant request satisfies this requirement. Estimated cost for the student and parent recruitment event is also included in the grant request. The grant amount has been approved. The application provides the detail on how the funds will be used. The

only risk is if any particular activity is not approved. If an activity is not approved, the funds can be reallocated for other activities. However, the school is being conservative in spending the funds to make sure that the money is being spent appropriately. The process requires that the school spends the money first and then submits for reimbursement.

XIII. Scholarship Committee: *Erin Duffy Kruss*

- a. Report on Google drive

XIV. Enrollment, Recruitment, Retention: *Belimar Velazquez*

- a. The committee submitted a request for funding of \$70K to support the school's website re-launch, YWCP re-branding and recruitment events. The website re-launch (~\$20K) is the only element eligible for the grant. Other items will have to be voted on by the board for approval. The committee will have to present a proposal for funding to the board.
- b. Additional enrollment is due to Good Schools Roc engagement and family follow up by the school. In addition to retention efforts, recovery from the pandemic have contributed to the uptick in enrollment.

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

- a. Financial audit will begin next week with Bonadio. Close to 75 different documents are being prepared and submitted. Tuesday and Wednesday they will work remotely. Thursday and Friday Bonadio will be at the school for follow up or any additional items requested.
- b. Barb Hasler has submitted final application for the ARP funding
- c. Flower City Custodial services have been phenomenal. No concerns at this point with cleaning or sanitation issues.

XVI. Old Business: *Allen*

- a. Need proposal for new student rep at the BoT meeting requested by Jennifer Allen. Barb Z. to provide a name.

XVII. Adjournment:

- a. Reminder: October meeting is in the evening.
- b. Meeting is adjourned at 9:25 AM

XVIII. Next Meeting: [October 7, 2021 \(Thursday, 6:30pm-8:00 pm\)](#)