

YWCP Board of Trustees Meeting

Date: Friday, June 3, 2022
Time: 8:00 AM
Location: Zoom



MINUTES

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

II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		Jun 3
First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcevski	excused
Erin	Duffy-Kruss	excused
Charles (Chuck)	Falcon	X
Melissa	Geska	excused
Julia	Green	X
LaQuanna	Sparkman	X
Belimar	Velazquez	X
Jennifer	Weinstein	
Guests		
Roberta	McGinnis	X
Lauri	Bonnell	X
Peter	Carpino	X
Jess	Lindsay	X
Idonia	Owens	X

III. Communications to the Board: *Parent email, Town Meeting*

IV. Public speakers: *None*

V. May 2022 Minutes Approved

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor
- Abstain: Julia Green

VI. Executive Report: *Jennifer Allen*

- Report is on the share drive.
- June 25 at 1 PM at Nazareth College is the graduation date.

- Peter Carpino gave a high-level overview of the strategic planning. The model that will be used is the one that Lapiana Associates developed. The focus is on the key trends and issues impacting an organization and how do we respond strategically to those issues. This is different to the model used in other organizations. One of the potential trends and issues is the impact of COVID has had on the students and the organization in terms of academic achievement as well as socio-emotional development. The process is very intentional and could be completed in a series of 9 meetings. A lot of prep work will happen during the Summer with a target launch of September. The report will then be available in January/February for board review. Another aspect of the process is a SWOT analysis addressing differentiators, potential partnership, and the future of the organization 5 years down the road, what is the business model for the school.

VII. Governance Committee: *Julia Green*

- BoT Officer Election – We have a standing slate of officers. Invitation to other board members if they are interested in the position was made. For the people that are not present, they have the opportunity to add their name. The governance committee has the responsibility to canvas all board members. Jennifer Allen only canvased the existing executive members. The proposal is to extend the current officers until July and then vote at the July meeting.
- **Motion:** Extend the term of each of the officers of the board through July 8.
 - i.* Motion: Julia Green
 - ii.* Second: Jennifer Allen
 - iii.* All in favor
- BoT Member Selection
 - i.* Seven people have been identified. Maimona has been on the governance committee for many years. Her application is forthcoming so that the board can vote.
 - ii.* Julia Green will circulate the names of the board members being proposed.
- Teacher Survey – No report at this time. NYSED does a survey. However, the board commissioned a survey through Deb Hamner. Survey should be in the budget. Jennifer Allen will reach out to Deb Hamner and loop Julia Green in the conversation.
- Self-assessment Survey – In process
 - i.* Jennifer Allen has the survey in the surveymonkey account. Julia will work with Jennifer on deploying the survey. Surveys will then take place in the month of June. Hope to have results for July retreat.

VIII. Principal's Report: *Idonia Owens, Interim*

- Town meeting was successful. Approximately 30 parents and community members provided feedback. Parents want to volunteer services in the building. The video of the meeting is on the website. As a result, a parent group will be started.
- June 14 at 6 PM will be the next meeting. Jess Lindsay has posted the link on the website.

- Security has new protocols for entering the building. When people come in, they will show the ID, state their business. If picking up a student, they will wait at the security desk. Security will call the office and ensure the person is on record. The student will be called down to meet the person. Parents feel good about people not walking around the building.
- Jess Lindsay will be reaching out to families currently on the enrollment wait list.
- 7th graders will have a two-day orientation. 9th graders will have a one-day orientation session. 12th graders will have an orientation over the summer to learn what is expected for their Senior year.
- Crystal Rupp is taking a position as principal at Flower City School #54.
- We should be at a graduation rate of 94% in June; there should be a boost in graduation rate by the end of August but they will still be considered in the 2022 graduation stats.
- Award assemblies will take place June 3rd.
- Hamlin Beach field trip took place on June 2nd. Seabreeze trip for 150 students will take place week of June 6.
- June 10 is last day of school. Test prep will happen over the following week.
- School of Discovery and YWCP leadership have met to help straighten misconception. There will be more collaboration between the schools. Examples include: sharing music teachers, combined chorus, getting ESL students to collaborate. Next year will be a transition year regarding the collaboration between the schools. Board chairs from both schools have also met.
- Planning over the summer has started including curriculum writing, workshops on the use of data, training on how to run an advisory with the advisor taking a lead and developing close relationships with their group of 12-15 advisees so they can work on school culture, the YWCP way and developing rapport with their teachers.
- A team is revising the School Code of Conduct and the Student, Parent Handbook.
- There will be an EOY newsletter.
- Suspensions are down significantly. There is more uniform compliance than before.

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

- Meeting with architect took place to make the entrance more secure. For example, make the entrance the front of the building. Discovery has gone through a similar process building an enclosure.
- The Charter School Office has provided a link for the financial disclosures which will facilitate the process. Forms and annual report are due in August.
- Focus area for the state audit is IT.
- Paychex has been used as the payroll service provider, but services are not meeting expectations. A cost comparison of potential options has been posted on the drive. After evaluation, Alliance has the best proposal. Alliance is led by the husband of a board member, Jennifer Jovceski.

- Julia Green expressed conflict of interest based on bylaws should be addressed. Chuck Falcon expressed that the finance committee had reviewed bylaws. The requirement is to put the effort out for bid. Roberta McInnis performed that task and spoke with Erin Callahan, Esq.
- **Motion:** Approve the change of payroll vendor to Alliance
 - i. Motion: Chuck Falcon
 - ii. Second: Julia Green
 - iii. All in favor
- Flower City Charter services have been great with custodial services. We are at the end of the 2-year contract. Contract will be extended for another 2 years which is reflected in the budget.
- The lease has been shared with counsel for review. Language changes were proposed by landlord. Lease increase is also in the budget.
- Architectural changes for security purposes are not in the budget. Board vote to use reserve funds may be needed in the future. Finance committee will review. Landlord will also be involved to review proposal. Jennifer A. suggested exploring partnership with School of Discovery to ensure both schools are in lockstep for any changes.

X. Finance Committee: *Chuck Falcon*

- Budget proposal was sent to the board on May 20. Chuck F. shared the budget via Zoom. Budget is based on enrollment of 370. Assumption is that the per pupil rate will increase by \$100/student. ESSER II fund can be used to reimburse the school for transportation costs incurred during the transportation crisis. There are \$11K left in the ESSER fund which will be used next year. The proposed cost for Strategic Planning has been included. The additional lease expense has been included. For personnel costs, organizational changes are in the budget figures. Bottom line, the projected loss is over \$300K. Finance committee has approved the budget given the strong cash position at the school. There may an opportunity to use the grant towards the salaries. Once confirmed, that will positively impact budget. However, if we are in a similar situation next year, there may have to be a staffing review.
- Final per pupil rates are out now. Based on that, the deficit will drop to \$257K (\$47K rate increase in the per pupil amount).
- \$8K to be reallocated to the interscholastic sport from the coaching budget.
- In the past, discussions have happened around owning a van to reduce school's costs. This is not in the budget, but it may be an opportunity to partner with other charter schools.
- **Motion:** Approve proposed budget for 22-23 school year
 - i. Motion: Chuck Falcon
 - ii. Second: Julia Green
 - iii. All in favor

XI. Enrollment, Recruitment, Retention: *Jess Lindsay*

- Big picture: retention is the issue. Usually, 50-75 students leave each year which is equivalent to an entire class. In other charter schools, recruitment position is a FTE.
- Projection: 446 students if everyone enrolls. However, the process is to oversell to maximize enrollment.
- 7th grade: 90 families in process. 22 have accepted and 21 in the process of registered. Calls will be made to ensure the process is complete.
- Goal is to retain 60 in every class. Withdrawal is currently at 55.

XII. Old Business: All

- **Motion:** Approve board calendar for 22-23
 - i.* Motion: Jennifer Allen
 - ii.* Second: Chuck Falcon
 - iii.* All in favor
- Discussion: Proposal is to go back to in person. Hybrid would be preferred. Also, April 7 is the Friday of the Spring Break. The meeting will be moved to April 14 instead.
- Approved schedule will be posted on the website.
- **Development committee:** Google form posted for leadership award.

XIII. New Business: Executive Session

- Motion: Go to executive session
- Motion: Julia Green
- Second: Chuck Falcon
- All in favor

XIV. Adjourn Executive Session

- Motion: Adjourn from executive session
- Motion: Jennifer Allen

XV. Adjournment

- Motion: Jennifer Allen
- Second: Julia Green
- All in favor

XVI. Next Meeting: [Jul 8, 2022 Friday, 8:00 – 9:30 AM](#)