

YWCP Board of Trustees Meeting

Date: Friday, May 6, 2022

Time: 8:00 AM

Location: Zoom



MINUTES

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

II. Roll Call: *Chuck Falcón, Secretary Delegate*

<i>BoT Attendance</i>		<i>May 6</i>
<i>First Name</i>	<i>Last Name</i>	
<i>Jennifer</i>	<i>Allen</i>	<i>x</i>
<i>Jennifer</i>	<i>Aronson-Jovcevski</i>	<i>x</i>
<i>Erin</i>	<i>Duffy-Kruss</i>	<i>x</i>
<i>Charles (Chuck)</i>	<i>Falcon</i>	<i>x</i>
<i>Melissa</i>	<i>Geska</i>	<i>x</i>
<i>Julia</i>	<i>Green</i>	<i>Excused</i>
<i>LaQuanna</i>	<i>Sparkman</i>	<i>x</i>
<i>Belimar</i>	<i>Velazquez</i>	<i>Excused</i>
<i>Jennifer</i>	<i>Weinstein</i>	<i>x</i>
<i>School / Foundation Reps</i>		
<i>Idonia</i>	<i>Owens</i>	<i>x</i>
<i>Roberta</i>	<i>McGinnis</i>	<i>x</i>
<i>Lauri</i>	<i>Bonnell</i>	<i>x</i>

III. **Communications to the Board:** Idonia Owens submitted her resignation to the Board in order to assume the role of interim Principal for YWCP while Principal Barb Zelasny is out on medical leave.

IV. **Public speakers:** None

V. Approval of the April 2022 Minutes

Motion: *Jennifer Allen*

Second: *Melissa Geska*

All in favor

VI. Executive Report: *Jennifer Allen*

- Massive thank you to all the people that made achievement of the YWCP 5 year renewal possible. This decision was shared via a phone call with Vickie Smith.
 - i. For now, this has only been shared with the Board. Once we receive the decision in writing, we can share the news publicly.
- Please share the links to the Board of Regents survey with constituents; parents/guardians, teachers, and students. Encourage their participation. The links are provided in the Executive Report which is on the Google drive in the *May 6 2022 Board Meeting* folder.
- By now, the Board members should have reviewed both RFPs received relating to the strategic plan development. Jennifer recommends Peter Carpino. His bid response was more complete, and he is endorsed by multiple board members. Two Board votes are required: (1) to approve the selection of the consultant and (2) to approve the expenditure which will be partly incurred this school year and partly in the 2022/23 school year.
- Jennifer also recommended that we engage community members with charter school experience (which Peter does not yet have) such as Donna Marie or others such that they can be part of the strategic plan committee and bring that charter school perspective.
- Jennifer opened the floor for BOT questions and comments.
- There were no questions and no objections to the selection of Peter Carpino.

VII. Approval to spend approximately \$30,000 for consulting support for the development of the YWCP strategic plan expected to cover 2 to 3 years.

Motion: *Jennifer Allen*

Second: *Chuck Falcón*

All in favor

VIII. Governance: Please review the written report prepared by Julia and which is on the Google Drive.

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

- Dr. Owens indicated that her experience has been great, and the girls are absolutely lovely.
- 7th and 8th grade assessment testing is complete.
- Miss Sinclair did a terrific job organizing the testing and arranging a special activity after the tests to reward the students (Ice cream truck for the 7th graders and pizza party for the 8th graders).
- Dr. Owens thanked the Board for honoring the teachers during Teacher's Appreciation Week with a continental breakfast at the school.
- Next year's bell schedule will be from 9 am to 4 pm.
- The school is also looking into getting an early bus or a late bus to enable the school to have club activities, credit/learning recovery and tutoring.
- Even though the new schedule provides for one less hour per day, the schedule will be rearranged in such a way that there will not be any loss of instruction time from this year to next year.

- Julia Green and Jennifer Aronson-Jovcevski will be attending a meeting later this month with the Northeast Charter Network and Anna Hall and there will be representatives from all of the Rochester area charter schools. At this meeting, they will discuss the ongoing transportation issues.
- The Friday schedule will continue to be modified (versus the rest of the week), however, the specific details are still to be determined.
- Dr. Owens has had many parent meetings and the results have been very positive as far as parent participation. Several parents have committed to being part of the leadership for the parent group. The first meeting with this parent leadership is next week (May 11) and part of the focus will be to identify how to draw more parents in. The meeting will also review some of the issues at the school, as well as the broader issue of making sure parents are included in creative ways to be involved with the school, including possibly via activities at the school.
- Systems have been put in place including scanning the students for any type of contraband and student phones are once again being collected at the beginning of the school day.
- Dr. Owens is also listening to the students and when feasible agreeing to changes, for example, by allowing flexibility regarding the uniforms and adjusting senior lunches so the students have greater flexibility.
- A representative from the local Board of Elections came to the school and shared that there are opportunities to work the polls and get paid. A number of students signed up for the corresponding training.
- At this time, the graduation rate is estimated at 91%. Efforts, including credit recovery, learning recovery and home visits by counselors, are being made to increase this percentage.

X. Student Report: No report as Ocean was unable to attend the meeting.

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

- We are deep into the budget planning and preparation process. Roberta has met with Idonia with further meetings planned.
- The Director of Operations Report contains information regarding the Federal grants and the school utilization of those grants.
- Roberta shared the school 2022-2023 calendar. This calendar is very consistent with recent year's calendars and the instructional hours are consistent as well.

XII. Approval of the 2022-2023 School Calendar

Motion: *Jennifer Allen*

Second: *Melissa Geska*

All in favor

XIII. Development Report: *Jennifer Weinstein, Chair*

- Jennifer Weinstein is unavailable. Lori B. highlighted a few items from the Development Committee Report which is available on the Google Drive.

- Students have had or will be having a number of workplace visits. Last week they visited LaBella Associates. Next week they will be visiting Nixon Peabody, a law firm, and which will be hosted by Jennifer Aronson-Jovcevski.
- There is a full report from the National Student Clearinghouse regarding alumnae college participation and retention. Lauri highlighted the following:
- College enrollment has been down since the first YWCP graduating class, which is consistent with a nationwide trend.
- Jennifer Allen shared that she chatted with the Student Leadership Network regarding this very topic and discussed how we can re-engage or how we can get more involved with CBI and use that as a vehicle to help propel YWCP graduation rates, and college retention rates. This can help us with some of the data shown in this report and it is recognized as a call to action.
- The 5K event was held last weekend, but we don't yet know the fund-raising impact. Thanks to all the volunteers!
- Based on the survey responses, YWCP will be hosting a gala, as opposed to a breakfast, later this year in October to celebrate the schools 10 year anniversary. Need one or two board members to volunteer to be on the event planning committee. This would require participation in 1 hour meetings, twice a month. Please reach out to Laurie if interested and able to assist.

XIV. Finance Committee: *Chuck Falcon, Chair*

- We were unable to get the budget far enough along to be able to share with the Board. The plan is to provide the budget to the Board in advance of next month's meeting so that we can vote to approve the budget at that meeting.
- The target is to provide the Board a draft of the Budget by May 20.
- Not everyone was able to review the Investment Policy drafted by Chuck. It will be reviewed for approval at the June meeting.
- Jennifer asked Jennifer Aronson-Jovcevski about the publication of the updated school policy manual which was submitted to NYSED for approval as well as what is the process for future policy changes, including the investment policy. Per Jennifer A-J, any policy changes would need to be approved by the Board and any material changes would need to be approved by NYSED.
- **Jennifer Allen to ask the school's attorneys to follow up with Vicki Smith.**
- **Jennifer Aronson-Jovcevski to follow up with Belimar regarding what happened with the policy change submission to NYSED.**

XV. Scholarship Committee: *Erin Duffy Kruss*

- Erin is waiting for the current scholarship recipients to finish the semester so she can then submit their grades to The Sumners Foundation.
- She is also reaching out to the counselors at YWCP to identify potential future scholarship recipients.

- Jennifer Allen noted that there is a report from the Director of College Counseling on the Google Drive titled “2021 2022 YWCP Report 2.pptx”. The report includes information regarding the colleges this year’s graduates will be attending.

XVI. Recruitment, Enrollment, and Retention (RER): Lauri Bonnell on behalf of Belimar Velazquez

- Please refer to the RER report on the Google Drive.
- Lauri indicated that the RER committee has a meeting within the last two weeks. At the meeting, Jess Lindsay, who oversees RER for the school, presented the latest data.
- The lottery was held on April 3rd and there were over 200 applicants. Now the process is for students whose applications have been accepted to complete the paperwork and become fully enrolled.
- Compared to recent years, Lindsay believes we are in a very good position.
- The Marketing campaign included radio ads and updates on Facebook. The Marketing campaign will be repeated during the summer.
- Chuck shared that he had sent a request to Belimar to work with the RER committee and validate the enrollment number which would be the basis for the 2022/23 budget. This number would then be the target to track against by the RER committee.
- Jennifer pointed out that at our current enrollment of 366 which is 89% of target we are approaching our minimum required enrollment which is 85% of the maximum enrollment of 410. Jennifer stressed the importance of staying at least at 90% of the maximum enrollment.
- Laquanna suggested sharing at the upcoming Parents meeting with the interim Principal, Dr. Owens, the good things happening at the school, such as the 5 year charter renewal, and any pending changes that would help sell the school to the current parents. It would also be good to see if the parents have any questions and see if that triggers any ideas for the RER committee or the Board that would help with recruitment efforts.
- Lauri agreed that getting input from parents regarding how they make their decisions and where do they get their information from could be very valuable.
- Lauri to share with the RER committee when the next parent meeting is so that they can prepare for this type of discussion.

XVII. Adjourn to Executive Session

- Motion: *Jennifer Allen*
- Second: *Laquanna Sparkman*
- All in favor

XVIII. Exit Executive Session

- Motion: *Jennifer Allen*
- Second: *Melissa Geska*
- All in favor

XIX. Adjourn to Meeting:

- Motion: *Jennifer Allen*
- Second: *Melissa Geska*
- All in favor

XX. Adjournment: Next Meeting: [June 3, 2022 Friday, 8:00 – 9:30 AM](#)