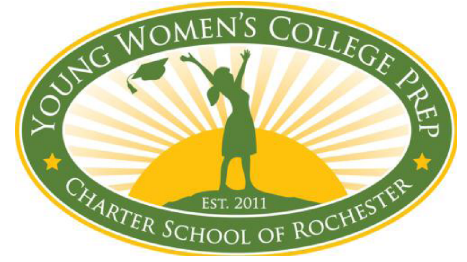


**YWCP Board of Trustees Meeting**

Date: Friday, December 2, 2022  
Time: 8:00 – 9:30 AM  
Location: 133 Hoover Drive



**MINUTES**

- I. Call to Order: *Jennifer Allen, Chair***
- II. Roll Call: *Belimar Velazquez, Secretary***

BoT Attendance		Dec 2 2022
First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcevski	X
Erin	Duffy-Kruss	X
Charles (Chuck)	Falcon	X
Julia	Green	excused
Belimar	Velazquez	X
Jennifer	Weinstein	excused

Guests		
First Name	Last Name	
Roberta	McGinnis	X
Idonia	Owens	X
Sarah Laine	Tufano	X

**III. Communications to the Board: Preliminary NYS Comptroller Audit Report**

- Meeting to be held December 5, 2022
- Main concerns around IT and data security. Report will be put in the folder.
- By December 23, YWCP needs to issue a response. Then, in 90 days, issue a CAPA which will have to be approved by the BoT. DOO has been putting plans in place based on findings along the way.

**IV. Public speakers - None**

**V. Approval of the November 2022 Minutes: *Jennifer Allen***

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor

**VI. Executive Report: *Jennifer Allen***

- Vote - LaSonia Green Candidate for BoT; Sr. HR Director at L3 Harris. Could bring HR expertise to the board. Participant at YWCP Cool Women, Hot Jobs. Has breadth of experience.

- i. Motion: Jennifer Allen
  - ii. Second: Erin Duffy-Kruss
  - iii. All in favor
- Vote for BoT Term Extension – Jennifer A. term ends in December. The motion is to extend tenure to the end of the current school year as BoT member.
  - i. Motion: Chuck Falcon
  - ii. Second: Erin Duffy-Kruss
  - iii. All in favor
- Vote for BoT Chair Term Extension – Jennifer A. term ends in December. The motion is to extend role as BoT chair to the end of the current school year.
  - i. Motion: Chuck Falcon
  - ii. Second: Erin Duffy-Kruss
  - iii. All in favor
- Principal search: No candidate selected yet but there is a strong candidate. The committee has extended the period to get additional candidates for another three weeks.
- Strategic plan: Plan to suspend current strategic efforts and pivot to bolster BoT governance process. Jennifer Aronson-Jovcevski will partner with Peter Carpino and also extend the opportunity to other members of the governance committee to take on a leadership role. Peter has also asked for bylaws, committee structure, and onboarding materials. Jennifer A. will try to find the recording from an onboarding meeting that took place sometime ago. Peter C. will send an updated SoW.
- Social event: Belimar V. will coordinate.

**VII. Governance Committee: *Jennifer Jovcevski***

- Nothing new to report.

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

- 80-100 students made the honor roll.
- At-risk students: 140 due to attendance, grade, behavior, or social-emotional needs. 70 students doing OK. Dr. Hatley has put together a social-emotional program with 10 certified counselors that will meet with the students and the families. They have resources to meet in a group setting. A grief support group is also available. Student's addresses have been mapped out to understand exposure to crimes.
- 10 Thanksgiving boxes given to families.
- Supplies for students (hygienic) also available as part of the restorative practices.
- Suspensions in November: 2. Down from 14 in September and October.
- Acknowledged Erin DK for finding additional resources to support the school.

- Attendance committee will be the next big initiative to tackle starting in January which will include home visits.
- Need: books geared towards diverse populations and different languages.

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

- Foundation contact: need support for students who are taking college courses and need to pay a fee. Laurie Bonnell. is in transition on a per diem basis. Jennifer A. and Julia G. can also help with any requests. Peter Carpino. has suggested a candidate to help with the transition.
- Cool Women Hot Jobs (CWHJ) date: Friday, March 10
- Employee handbook changes have been made. Need to close the Policy review and post it on the website. The Policy version may be more recent than what is on the website. Vote for approval will take place in January.
- Form 990 is in the folder. Reviewed by the finance committee. The Form is on extension until April. Vote for approval will take place in January.
- The HR manager position description is in the folder. The position is a joint position between HR and operations due to staff size and school needs. Initially, the initial focus is on getting the HR processes up to date. Will post in January.
- Minimum enrollment: 85% of 410 looked at on a yearly basis. Current enrollment is at 351. The threshold is at 348. The biggest drop was 6 students that returned home to Yemen. Enrollment gets flagged by NYSED. Enrollment at the beginning of the year was at 371.
- Jennifer A. requested a deeper dive on recruitment.

***X. Finance Committee: Chuck Falcon***

- No report.

***XI. Scholarship Committee: Erin Duffy Kruss***

- Getting grades and letters from students at the end of the semester and sending them to Sommers Foundation.
- Charter school space (from a charter school that is vacating the premises) is not available any more. A formal search for a new space will be starting soon. Erin Duffy-Kruss will work with Chuck Falcon to outline a preliminary budget that includes space requirements. Also need to outline if we need to raise funds (e.g. capital campaign). Several scenarios need to be outlined: lease contract, fees for early termination, etc. Foundation could shift focus to a capital campaign if needed. Reservation is enrollment and staff vacancies. Strategic planning will help address all the issues. A minimum step is to get a building with suitable facilities such as restrooms, hallways, and libraries.
- Next step: form a committee to outline a plan. This will be an agenda topic for the next meeting.

***XII. Foundation Report: Laurie Bonnell***

- ROC the day: \$1,200 through the United Way. School will get 92%.
- Aspire program (network): virtual tutoring for college students. The network is running the program through the new grant.
- Amazon Smile: a portion goes to the foundation if people sign up and shop via Amazon.

***XIII.* Executive Session**

- Adjourn to Executive Session Motion: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

***XIV.* Adjournment**

- Adjourn: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

***XV.* Classroom Visits by BoT**

- The BoT members toured the school meeting some teachers and students.

***XVI.* Next Meeting: [Friday, January 6, 2023, 8:00 – 9:30 AM](#)**