



Board of Trustees Meeting Date: Nov 4, 2022 Meeting Time: 8:00 a.m. - 9:30 a.m. Location: 133 Hoover Drive

MINUTES

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

II. Roll Call: *Belimar Velazquez, Secretary*

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

Guests

Roberta	McGinnis	X
Lauri	Bonnell	X
Idonia	Owens	X
Ghislaine	Radegonde-Eison	X

III. Public speakers: None

IV. Communications to the Board: None

V. Approval of the October 6, 2022 Minutes: *Jennifer Allen*

- **Motion:** Jennifer Allen
- **Second:** Julia Green
- **Approval:** All

VI. Governance Committee: *Jennifer Aronson-Jovcevski*

- Approval of changes to the Bylaws: typos, Section 23 – clarifications, BoT can be excused from voting in circumstances such as conflict of interest, Changes to Article 6.
 - Motion:** Julia Green
 - Second:** Jennifer Allen
 - Approval:** All
- End of year survey presentation

i. 15 staff members responded to the survey – 7 of them were teachers. The majority of them had been at the school for less than two years.

ii. Key issues:

1. Student- teacher conflicts exist.
2. Lack of clear messaging from administration through transition.
3. Less than 50% believe that student-student interactions are respectful.
4. Behavior management is not supported by administration with clear messaging and reporting procedures.
5. Teaching & learning – school administration needs to provide more resources. Resources are not clear.
6. School leader – Difficult through the transition to evaluate performance.
7. Facilities – Significant feedback about the facilities. Students are in a place where restrooms are not up to standards, roof leaks and not enough space. Quotes for this particular topic are much longer; a lot of passion on this topic.
 - a. Jennifer Allen visited UPrep and the building is better – would like to explore. UPrep can house up to 500 students. The environment was very positive with students being respectful. UPrep has two buildings. Jennifer Allen suggested a tour of the facility by the BoT. Part of the logistics would be to explore the impact on the lease if we move earlier than the committed date.
 - b. Jennifer AJ asked Erin DK if a commercial real estate agent could help in looking for a facility. Erin has reached out to an agent that is looking into opportunities – the agent has experience in the charter school space.
 - c. Chuck F is considering what the logistics may be and if RCSD would be willing to offer space.
 - d. Principal reported the following: narrow hallways, no library, gym and field for varsity sports is needed, need a space that is uplifting.
 - e. Some things are not reported to the Operations Director. If there are issues with heating, the landlord is responsible. Communication is an issue – it is worth reinforcing this at a staff meeting and possibly sharing the results from the survey. A midyear survey was recommended.
 - f. Suggestion to do a walk through by administration to understand issues. However, the principal indicated that the bathroom is cleaned regularly.
 - g. Report is in the Google drive.
8. Coaching & support – lack of consistent coaching.
9. Professional development (PD) – need more opportunities for PD on culturally responsive teaching, bias. Teachers have best practices that are not broadly shared. Need targeted PD for staff too.

Instructional leaders are not always effective.

VII. President's Report: *Jennifer Allen*

- Clean audit – thank you Roberta McGinnis!
- Fundraising – 100% of the school board participated. Thank you to Lauri Bonnell!
- NYSED report is in.
- IRS form is due but extension is filed.
- Parent town hall – Temporary date is Monday after Thanksgiving.
- Strategic plan is evolving. Conversation with Peter Carpino indicates that we need the school leader in place. The proposal is to do a governance audit while we wait for the school leader to be in place. Julia G. supported having an external audit to make sure that the board structure is working. A revised SOW will be submitted to cover the audit and the strategic plan. Jennifer Allen asked the board to review within the next two weeks.
- YWCP is hosting the Rochester Charter Board on December 8, 2022. Need to provide refreshments. Principal will need to give a brief statement about the school. Invitees: 22 people. Time is 8:30 – 10:30 AM.
- BoT social gathering will happen in December.
- Employee handbook
 - i. Mission should reflect the one stated in the charter.
 - ii. Holidays – should add Juneteenth and revise October holiday.
 - iii. Sick days – 9 days include sick and personal days. It is not an increase.
 - iv. Fixed typos.
 - v. Add “or delegate” consistently throughout the document
 - vi. Add vaping in the substance abuse section.

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

- Office of Curriculum, Instruction, & Assessment
 - i. Staffing: New ELA teacher. New Athletic Director: Charrise Everett. New Assistant Principal: Mia Sinclair (also involved with recruitment). Open positions still in Math, ELA, and Science.
 - ii. Made improvements on NYS ELA 7-8 ELA, NYS Math and 8th grade algebra Regents.
 - iii. Met goal of increasing cohort proficiency level on NYS Regents exam.
 - iv. New Medical Science course was added with various speakers participating.
 - v. New Photography course – students are capturing candid shots around the building.
 - vi. New online elective courses: astronomy, psychology, nursing, marketing, veterinary, entrepreneurship, business management, javascript, law. Each is \$40. Principal will ask the Foundation for funding.
 - vii. School culture – Working on restorative practices. Student misbehavior is being managed.

viii. Security – Hiring a Security Sentry. Principal would like to hire a female security. New Assistant Principal and Jess Lindsay are monitoring the first floor. Another Assistant Principal is monitoring the 2nd floor.

1. An altercation took place in the cafeteria between two students. The parents were called. Parents were very upset. While one set of parents was asked to leave, they did not fully vacate the premises and retaliated against the other parents. Students livestreamed the event. One student is now in long term suspension. Security guard had to draw his weapon in order to stop a parent from hitting the car of another parent.
 - a. Question: What is the security policy regarding weapons on campus? This is done for outside threats NOT for the student.
 - b. Security is aware of any strangers entering the campus.
2. A wellness center exists for students. For students returning to school after a traumatic event, the restorative circle discusses the issue. A contract is signed. When students are ready, both students have a restorative circle.

ix. Seniors are going to NYC with L. Sparkman.

x. Blazer ceremony: November 10th at 9:45 AM.

xi. How can BoT engage with the students? Doesn't have to be a formal process. There is an open door. Let Idonia Owens when a visit is taking place.

- Grants: Partnering with Mercy. Also working on the teaching pipeline grant.
- Erin Tolfrey is looking to partner with YWCP – part of a large black-owned business.
- The Nazareth President is also looking to engage with YWCP.

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

- Report on Google Drive

X. Finance Committee: *Chuck Falcon*

- Report on Google Drive

XI. Development Committee: *Lauri Bonnell, Jennifer Allen*

- Report on Google Drive
- Interim replacement for Executive Director is being identified.

XII. Adjourn to Executive Session

- Motion: Jennifer Allen
- Second: Jennifer Aronson-Jovcevski
- All in favor

XIII. New Business: Executive Session

XIV. Adjournment

- Motion: Jennifer Allen
- Second: Jennifer Aronson-Jovcevski
- All in favor

XV. Next Meeting: [December 2, 2022 Friday, 8:00 -9:30 a.m.](#) **IN PERSON**