

YWCP Board of Trustees Meeting

Date: Friday, August 4, 2023
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive



MINUTES

- I. **Call to Order:** *Julia Green, Interim Chair*
- II. **Roll Call:** *Sarah Tufano, Secretary*

BoT Attendance - August 4, 2023

Name	Attendance
Erin Duffy-Kruss	
Charles Falcon	X
Julia Green	X
Belimar Velazquez	X
Maria Cruz	X
Sarah Tufano	X

BoT Participants - August 4, 2023

Name	Attendance
Robert McInnis	
Lauri Bonnell	X
Sheri Webber	X
Ghislaine Radegonde-Eison	X
LaQuanna Sparkman	X
LaSonia Green	X

- III. **Public speakers:** None.
- IV. **Approval of the July 2023 BoT Minutes:** *Sarah Tufano*
 - Motion: Sarah Tufano
 - Second: Julia Green
 - Abstentions: Belimar Velazquez
 - All in favor

V. Communications to the Board:

- Received offer from Business Fame magazine to feature YWCP
- Decided this year is not the best time to pursue these kinds of opportunities
- Also does not make sense from marketing perspective to do features such as this one

VI. Principal Update: *Sheri Webber, Incoming Principal*

- Parent Newsletter:
 - i. Leadership wants to issue bi-weekly newsletter (perhaps moving to weekly later) to provide updates on events in the community and other communications to parents
 - ii. Aiming to issue first newsletter before the new school year begins – will contain list of big upcoming events, such as a big recruitment/open house/fundraiser event with food trucks for September 28, 4:30-7:30 pm
 - iii. Also aiming to create athletic newsletters, newsletters specific to each grade, and “college connection corner” section to newsletters
 - iv. YWCP Foundation can support fundraising efforts
 - v. Lauri also working with YWCP Foundation on announcement for new principal, so will draft and provide copy for board to review
- YWCP Annual Goals
 - i. Communication
 1. Need to improve communication to staff and families
 2. Looking into ParentSquare
 - a. Could be the platform to share the newsletters and other information
 - b. Teachers can communicate to parents/students about classes/assignments/grades, upload permission slips to sign digitally, etc
 - c. Also includes translation services
 - d. Goal is to have platform in place before school year, but may be delayed
 3. Also looking into setting up parent portals in Power School
 - a. Parents can see attendance and grades in real time
 - b. Will require training to parents on using it
 - c. Event on September 28 will include training
 - ii. Professional Development
 1. Much of teachers’ EOY feedback was related to improving professional development
 2. Have dedicated two weeks in August with teachers for professional development
 3. Goal is to link training back to Danielson Rubric domains 2-3 so teachers can build connections to classroom work
 4. Also aiming to have continued trainings throughout the year, including a Professional Learning Community every Friday

5. All teachers will have to engage in two different book studies, must complete 5 hours of professional development on their own (will give selections to choose from)
6. Also aiming to turn three school days into remote-days for students so teachers can focus on professional development

iii. Social and Emotional Learning

1. All teachers are receiving mental health/first aid training in August, including learning how to identify triggers and react/adapt
2. Two teachers sent to advisory training through Student Leadership Network
3. Aiming to continue this training throughout the year as well
4. Designating teachers as “grade level manager” to serve as first on scene to respond to a situation and assist

- Teacher Recruitment and Resources

- i.* Almost fully hired, with a few more offers outstanding
- ii.* First leadership meeting on July 31, 2023 to divide up responsibilities
- iii.* New assistant principal, Jason McMurray, will oversee recruitment
- iv.* Setting aside time during two weeks in August to have onboarding/training for new teachers
- v.* YWCP Foundation may be able to support mentorship for teachers

- Culture among students

- i.* Need to address culture among students and encourage students to help and support each other

- Enrollment

- i.* Seventh grade enrollment is low – potentially 60, but only 15 fully enrolled with another 20 in process and 17 more accepted
- ii.* Have extended offers from waitlist to bring up total enrollment
- iii.* May only do two sections of seventh grade

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

- Roberta on vacation, will receive update in September

VIII. Finance Committee: *Chuck Falcon*

- Pre-Audit Meeting occurred on July 31, 2023
 - i.* Standard meeting for auditors to meet with audit committee
 - ii.* Auditors need to determine which accounting practices are applicable, including how leases are accounted for
 - iii.* Will have some costs associated with audit (such as purchasing software application and minimal yearly support fee)
- Financials:
 - i.* Preliminary results are available, subject to audit

ii. As of end of June 2023, had \$200k surplus due to staff vacancies

IX. YWCP Foundation: *Lauri Bonnell, Interim Executive Director*

- Foundation is in flux because recently voted in a new board chair (Samantha Eastman), so needs to figure out who will be Foundation's representative at BOT meetings
- Lauri is still acting as interim executive director, but may make sense to have Samantha begin attending meetings
- Discussion regarding moving Leadership Breakfast from October to March given transition
 - i.* Chuck: should communicate with companies that typically donate, as they will need to know ahead of time for budgeting purposes
 - ii.* May move the "Hot Women Cool Jobs" event accordingly
- Discussion about Foundation's initiatives and support to students, such as gift cards and college essay writing classes

X. Old Business: *All*

- Belimar submitted Ghislaine's board application, so will hopefully hear from NYSED soon
- Chuck will look through emails to find communications from Kevin Quinn regarding updated school policy manual that Roberta was searching for

XI. Executive Session

- Motion to adjourn to executive session: Belimar Velazquez
 - i.* Second: Julia Green
 - ii.* Abstentions: none
 - iii.* All in favor
- Motion to exit executive session: Julia Green
 - i.* Second: Chuck Falcon
 - ii.* Abstentions: none
 - iii.* All in favor
- **VOTE: Approval of salary increase for Roberta McInnis**
 - i.* Motion: Julia Green
 - ii.* Second: Belimar Velazquez
 - iii.* Abstentions: none
 - iv.* All in favor

XII. Adjournment of Meeting

- Motion to adjourn meeting: Belimar Velazquez
- Second: Julia Green
- Abstentions: none
- All in favor

XIII. Next Meeting: [Friday, September 8, 2023, 8:00 – 9:30 AM](#)