

## YWCP Board of Trustees Meeting

Date: Friday, July 7, 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*

July 7  
2023

#### BoT Attendance

First Name	Last Name	
Erin	Duffy-Kruss	X
Charles (Chuck)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X
Maria	Cruz	X
Sarah Laine	Tufano	X

#### Participants

Roberta	McGinnis	X
Sheri	Webber	X
Ghislaine	Radegonde-Eison	X
LaQuanna	Sparkman	X
LaSonia	Green	X

### III. Communications to the Board: None.

### IV. Public speakers: None.

### V. Approval of the June 2023 BoT Minutes: *Sarah Tufano*

- Motion: Sarah Tufano
- Second: Chuck Falcon
- Abstentions: Julia Green
- All in favor

### VI. Executive Report: *Julia Green*

- Ideas for thanking Dr. Owens for her service as Interim Principal – decided on flowers and a card, possible publication in newsletter to parents
- Introducing new Principal Dr. Webber – planning a back-to-school letter to parents and Town Hall for parents with entire leadership team

- New NYSED liaison – Vicky retired, so need to figure out how to welcome new liaison, perhaps inviting them to board meeting once board transition is finalized
- **VOTE: approve 2023-24 Board Meeting Calendar**
  - i. Motion: Julia Green
  - ii. Second: Erin Duffy Kruss
  - iii. No abstentions
  - iv. Vote passes
- Audit Meeting – will pass on results to board when available
- Board survey results from Breakthrough Leadership – should be available soon, and need to determine how to address without a governance chair, as well as strategic planning with Dr. Webber

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

- Been a good transition so far, starting to meet more students and learn what people are looking for
- Thinking in terms of 3-year plans and break into stages for good results in the short term and setting up for success in the long term, including hiring more teachers and an assistant principal
- Have an assistant principal in mind, want to bring him in to meet students
- Want to integrate DEI/justice training for teachers, and want trainings to be ongoing throughout the year
- Danielson rubric to evaluate teachers is too broad, so need to scale back to basic components and weave in DEI/other training to connect everything back to instruction
- Every teacher will have mental health/first aid training over two week time-frame
- Need full staff to give students more structure, so next spring will begin posting jobs and hiring immediately (not waiting until summer), as well as retaining teachers
- Need consistency and retention among leadership

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

- Preparing for audit
- Working with Dr. Webber to bring her up to speed
- Determining where to spend grant funds
- Need financial disclosure forms from all board members

**IX. Finance Committee: *Chuck Falcon***

- No new updates
- **VOTE: M&T Financial Product (Money Rate Sweep)**
  - i. Voted by email
  - ii. Vote passes and incorporated into record

**X. Governance Committee: *Julia Green***

- Carpino Group proposal – Proposed SOW in May 5, 2023 Board Meeting folder

- Proposal for Carpino Group to provide consulting on board functioning, including looking for new board members and having back-up list to draw upon when we have openings
- Proposal was approved pending NDA – need to determine who will reach out to Peter Carpino about next steps
- Would be a good idea for him to attend meetings when we need governance reports, by invite-only

**XI. YWCP Foundation: Executive Director or Delegate**

- Lauri Bonnell no longer working with them
- Need to ask J. Allen who will be new delegate

**XII. Old Business: *All***

- Roberta is looking for board policy manual to update and publish to website – can ask J. Allen or K. Quinn for most updated version
- Will need to have a re-vote on handbook before publishing
- Julia wants to consider retaining Jen Jovcevski for YWCP's legal representation
- Sheri wants login info for social media platforms, so leadership team can use them to share positive things and build better relationships with parents
- Sheri wants to find translation apps to use to communicate with families that do not speak English as a first language
- Sheri wants to overhaul the website and update it – currently no one is assigned to update website
- Maria will speak to marketing person for her company who assisted with redesigning website

**XIII. Adjournment**

- Motion to adjourn: Julia Green
- Second: Erin Duffy Kruss
- Abstentions: none
- All in favor

**XIV. Next Meeting: [Friday, August 4, 2023, 8:00 – 9:30 AM](#)**