

YWCP Board of Trustees Meeting

Date: Thursday, October 5, 2023

Time: 6:00 – 7:30 PM

Location: 133 Hoover Drive



MINUTES

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

BoT Attendance

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

BoT Participants

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

- III. **Public speakers:** None.
- IV. **Approval of the September 2023 BoT Minutes:** *Sarah Tufano*
 - Motion: Sarah Tufano
 - Second: Julia Green
 - All in favor
- V. **Updates from the Secretary:** *Sarah Tufano*

- Board Policy Manual – Sarah will accept all changes in redlined version and post redlined and clean version in Google Drive to vote on in November meeting
- Rochester Charter Board Convention – Sarah and Ghislaine attended the September 28, 2023 meeting on behalf of YWCP
- New Bylaws – the board voted to approve the new Bylaws in November 2022, and Sarah will submit to NYSED for approval
- Binder donation from Nixon Peabody – Sarah will bring to December board meeting

VI. Communications to the Board:

- Furniture donation from Nixon Peabody – Sarah will learn details/logistics

VII. Executive Report: *Julia Green, Interim Chair*

- Student Leadership Network Affiliation Agreement:
 - MOU is signed and turned in
- Student Leadership Network Support Proposal:
 - Julia to follow up with SLN on leadership proposal
- Update from LaQuanna Sparkman on college initiatives:
 - One-on-one sessions with students to help them get organized with checklists
 - Visitors from colleges/universities in area to discuss various topics, such as admissions and financial aid, as well as to build relationship with YWCP
 - Collaborating with ELA teacher to assist students with college essays
 - SLN director visited for “Back to College” night with parents, was an opportunity for parents to ask questions
 - Planning virtual office hours for parents to talk about the college process, to bridge gap between home and school
 - Hired college transition coach to assist
 - Planning a 4-day college tour for Veterans’ Day (November 10)
 - Potential project for seniors to send care packages to recent graduates at college to build connections/contacts

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

- Enrollment:
 - 362 enrolled as of October 5
 - 15-16 enrolled students have not attended yet, but all were registered in RCSD or another charter school, so took them off rolls
 - Opened waitlist for 7th-9th grade, which led to some new enrollment
- Progress Report:
 - 5-week progress reports going out next week
- Faculty Training/Development:

- i.* Faculty is doing a book study and meeting in small groups to discuss
 - ii.* Goal is to finish first book by winter break and start a new book in January
 - iii.* Book topics include culturally responsive teaching, fostering resilient learners amidst trauma, and hidden biases
 - iv.* Teachers have been very engaged
 - v.* Planning to also start instructional coaching cycles for all teachers (two cycles for newer teachers)
- Social Events:
 - i.* Back to School Bash last week was a success
 - ii.* Had food trucks, good turnout, lots of parents/students
- Communication Platforms with Parents:
 - i.* Parent Square is up and running – all parents have the information they need to join the app, teachers can communicate with parents individually, and newsletters shared with parents through app
 - ii.* Power School/Parent Portal – parents sent instructions for signing up in the mail, allows parents to view students’ attendance, grades, progress reports
- Dual Enrollment Classes:
 - i.* YWCP has certain classes now approved for college credits (health and statistics) through MCC and Brockport
 - ii.* Working on getting approval for some art classes, pre-calculus, and English
- Extracurricular Activities:
 - i.* Planning to start clubs/extracurricular activities for students on Friday afternoons
- Parent Newsletter:
 - i.* Sent first newsletter to parents through Power School platform
 - ii.* Will send copy to board members
- School Visitors:
 - i.* Sarah and Laura from SLN visited and expressed positive feedback
 - ii.* Contracted with Keisha James over the summer to work with teachers on culturally responsive teaching, and she visited to observe classrooms, talk to students and teachers, and develop a plan for what to focus on next

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

- Grants:
 - i.* Signed final grant, so final funds will be disbursed
 - ii.* Submitted for reimbursement from ARP grant
- Audit:
 - i.* Finishing up the audit

- ii. Audit committee will review financials on 10/18, then will have an email vote to submit the financials by November 1

X. Finance Committee: *Chuck Falcon*

- Sent out financial statements – aligned with expectations, no surprises or concerns
- Investments continue to struggle due equity positions in the volatile market, as well as entering the market at a high point
- Invested \$300k in two different funds, current value is \$267k
- M&T Money Sweep – earning \$122/day (\$3k/month) in revenue

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

- Lauri Bonnell has been working limited part-time hours for YWCP Foundation while they work to get organized and in a place where they can hire a new full-time executive director
- Also working with Arden group consultants who have been helpful with grant writing
- Received several grants for college visits and dual enrollment for fees/books/other supplies
- Cornell Weinstein Family Foundation pledged \$5k, RG&E just gave \$2,500, Naomi Silver Charitable Fund gave \$1k
- Summers Foundation for supporting tuition scholarships for some seniors to pay for college tuition – planning to look for more support in that area, to assist students in reducing loans
- Have a number of other grants submitted or to be submitted – Foundation is focusing efforts on fundraising now that LaQuanna handles college guidance
- Leadership Breakfast will be held in March to accommodate transition period due to new principal and hiring new executive director
- Sending out appeal letter to mailing list in place of the fall fundraiser

XII. Old Business: *All*

- Maria Cruz relocating to Buffalo – Sarah/Julia to look into remote participation
- October and March meetings will begin at 6 pm (previously 6:30 pm)

XIII. Adjournment of Meeting

- Motion to adjourn meeting: Julia Green
- Second: Sarah Tufano
- Abstentions: none
- All in favor

XIV. Next Meeting: [Friday, November 3, 2023, 6:00 – 7:30 PM](#)