

Application: Young Women's College Prep Charter School of Rochester

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Annual Reports

Summary

ID: 0000000160
Status: Liaison Review
Last submitted: Dec 1 2020 09:56 AM (EST)
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Oct 5 2020

[Instructions](#)

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER 260501861020

a1. Popular School Name

YWCP

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

GREECE CSD

d. DATE OF INITIAL CHARTER

9/2011

e. DATE FIRST OPENED FOR INSTRUCTION

9/2012

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

Young Women's College Prep Charter School of Rochester (YWCP) will offer young women from the city of Rochester and Monroe county the opportunity to learn in a single gender environment where a central focus is placed on preparation for college enrollment and graduation. High expectations and evidence of concrete results define the students academic experience. Educators commit to, and thrive upon , sharing effective practices within and beyond the school building. YWCP partners with families, and instills in each student the sense of community , responsibility, an ethics. We support students in their endeavors to achieve excellence in and out of the classroom, helping them to develop strong voices they will need to be leaders.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	Single Gender: All girls school YWCP believes in educating the whole girl and meeting individual needs. A single gender school offers students the opportunity to learn in an environment free from cultural and gender stereotypes, as well as many pressures and distractions typical of a co educational school.
KDE 2	Focus on College Preparation: College is the lens through which YWCP students view their education, beginning with 7th grade orientation and continuing through senior year. Every grade level has at least two college visits a year, as well as ongoing

college and career programming through our advisory curriculum. Upperclassmen are provided individualized opportunities to explore colleges, career and college fairs, job shadowing and additional college and career focused opportunities. Our comprehensive counseling program is designed to create and support a college going culture. This includes guiding every student and her family through the complex admissions and financial aid process. Students are exposed to college and career through the following innovative programs:

- 7th & 9th grade Summer Bridge Programs
- Cool Women, Hot Jobs 40+ professional women share their experience with YWCP students
- Summer camps and internships
- College exploration through college trips
- Counseling program designed to support and creating a college going culture
- Support for teacher professional development
- Advisory training and support

KDE 3

Small School Engaged in Leadership Development: YWCP has placed a strong emphasis on educating the whole girl and ensuring college readiness. The YWCP Advisory program is designed to support well rounded, conscientious, driven individuals by emphasizing the development of social and life skills. YWCP is committed to knowing every student personally, intellectually, and emotionally. Students learn how to lead and work collaboratively with others. They engage in projects that build their leadership skills, improve their ability to work as part of a team, and increase their ability to positively impact their community. Leadership

	development, essential to the culture of the school, is explicitly taught daily in Advisory.
KDE 4	<p>Faculty:</p> <p>YWCP's teachers have consistently demonstrated their commitment to collaborative learning and are invested in their own professional development and growth. Curriculum development and professional development are consistently aligned with this element and will continue to foster growth.</p> <p>Our instructional coaches working side by side with teachers planning, modeling and refining, are key to this work, as are the talented and dedicated administrators in place.</p>
KDE 5	<p>Professional Development and Leadership:</p> <p>Professional development is an integral part of YWCP's culture and teaching strategies. During the school year, YWCP devotes Friday afternoons every week to directly respond to emerging student data, including evaluation of lesson plans, teaching strategies, and sharing effective practices. In August, teachers prepare their classrooms and come together with the administration to work and plan in dedicated sessions. All staff receive support and coaching. This emphasis reflects the academic goals of the school and the commitment to developing all faculty so they feel confident as highly skilled experts.</p>
KDE 6	<p>Knowledge Management:</p> <p>YWCP's common vocabulary refers to sharing data, best practices, and otherwise communicating about students and the school as "knowledge management." Ensuring this process runs well is a responsibility of every adult in the building. Knowledge management emphasizes a common language and a structure for documenting and organizing knowledge allowing for continuous learning and improvement.</p>
KDE 7	(No response)

KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.youngwomenscollegeprep.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

410

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

380

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served	7, 8, 9, 10, 11, 12
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I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	133 Hoover Drive		Greece	7-12	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Barbara Zelazny			
Operational Leader	Roberta McInnis			
Compliance Contact	Barbara Zelazny			
Complaint Contact	Roberta McInnis			
DASA Coordinator	Crystal Rupp			
Phone Contact for After Hours Emergencies	Barbara Zelazny			

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy 19-20.pdf](#)

Filename: Certificate of Occupancy 19-20.pdf **Size:** 104.7 kB

Site 1 Fire Inspection Report

[Fire Safety Report \(1\).pdf](#)

Filename: Fire Safety Report (1).pdf **Size:** 493.4 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Barbara Zelazny
Position	Principal/Superintendent
Phone/Extension	
Email	

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 31 2020

Thank you.



Entry 2 NYS School Report Card

Incomplete Hidden from applicant

[Instructions](#)

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER 260501861020

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

(No response)

Entry 3 Progress Toward Goals

Completed Nov 2 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Goal 1 Improve student achievement on NYS 7-8 ELA assessment & 7th grade NYS Mathematics and 8th grade Algebra Regents examination.	We will utilize the NWEA MAP assessments and implement locally developed common formative assessments to evaluate progress towards this goal. Additionally, students will continue to have additional instructional time for high needs areas of ELA and Mathematics. Data will inform instructional decisions in all supplemental	Unable to Assess	Although we were not able to formally assess relative to state assessments, our common formative assessments showed steady and substantial progress.

		classes.		
Academic Goal 2	Goal 2 Strengthen grade 7 through 9 outcomes to support overall achievement, through the strategic use of data.	YWCP leaders are creating frameworks for data reports that support leaders in understanding cohort progress across years and for teachers to understand student progress within a school year (assessment to assessment). Coaches utilize these data reports with teachers to support targeted lesson planning. Locally developed common formative assessments, final exams, and student grades will be utilized to measure achievement.	Unable to Assess	YWCP began this process and made large systemic and process gains relative to data collection and analysis and common formative assessments. The Covid-19 pandemic and subsequent school closure interrupted our ability to meet this goal.
		We use student achievement data and social-emotional learning goals to develop a scope and sequence for all core content areas. We focus first on the highest priority standards relative to the NYS 3-8 Assessments and the Met five Regents Exams		YWCP did accomplish the

Academic Goal 3	<p>Goal 3</p> <p>Refinement of the curriculum for all core content areas which is spiraled throughout grades 7-12</p>	<p>required for graduation. We identified common language and practices for skills, vocabulary, writing, and SEL outcomes. We are developing spiraled common formative assessments for all core content areas. We will focus on outcomes in two phases. Firstly, progress from 7th to end of 9th grade, and secondly 10th grade through 12th grade. We will use student data, teacher evaluation, and instructional coaching to measure progress.</p>	Met	<p>refinement of the curriculum and shifts focusing on 7-9 and 10-12th grade outcomes. Additionally, common formative assessments were developed and in progress. We are unable to measure the full impact of the curriculum shifts due to the COVID-19 closure.</p>
Academic Goal 4	<p>Goal 4</p> <p>Increase cohort proficiency levels on NYS Regents examinations of high school.</p>	<p>We will utilize the NWEA MAP assessments and implement locally developed common formative assessments to evaluate progress towards this goal. We will schedule mock regents examinations and utilize data to specifically identify implications for instruction and</p>	Unable to Assess	<p>No Regent's exams were administered due to the COVID-19 pandemic.</p>

		individual student goal setting.		
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess

				goal, type N/A for Not Applicable
Org Goal 1	Goal 1 Articulate the YWCP Way related to enrollment by refining and implementing a coherent plan for student recruitment, enrollment, and retention.	Progress will be measured based upon the creation of process documents, data collection standardization, and quarterly review of progress. With enhanced and historic data collection, we will be able to strategically utilized data to inform best practices and goal setting.	Met	
Org Goal 2	Goal 2 Develop and Implement a differentiated or tiered supervision and evaluation process, which includes instructional coaching.	Progress will be measured based upon the completion of the process. We will have artifacts from the entire teacher evaluation process stored in Edocrina. We will administer a short teacher survey following a complete cycle to collect feedback.	Partially Met	YWCP did implement a tiered/differentiated evaluation system, and completed $\frac{2}{3}$ of the process. The process was then disrupted by the school closure and so we did not give the teacher survey.
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				

Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Maintain cash position with no debt.	Net cash position and debt position	Met	
Financial Goal 2	Achieve an operating surplus consistent with FY20 budget.	Increase in net assets	Met	
Financial Goal 3	No material weaknesses identified in the annual audit.	Clean audit report for FY20 free from material weaknesses.	Met	
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by

September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Oct 5 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

YWCP Disclosure of Financial Interest

Filename: YWCP Disclosure of Financial Interest.PDF **Size:** 1.9 MB

FinancialDisclosure - S

Filename: FinancialDisclosure S. Johnston.pdf **Size:** 414.1 kB

Entry 8 BOT Membership Table

Completed Oct 5 2020

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER 260501861020

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Jennifer Allen [REDACTED]	Vice Chair	Executive Audit	Yes	2	12/31/2019	12/22/2022	12
2	Charles Falcon [REDACTED]	Treasurer	Executive Finance Audit	Yes	1	08/01/2018	08/31/2021	9
3	Jennifer Aronson-Jovceviski [REDACTED]	Trustee/Member	Audit	Yes	1	11/01/2019	11/30/2022	5 or less
4	Julia Green [REDACTED]	Trustee/Member	Audit Executive	Yes	1	08/01/2018	08/31/2021	11

5	Barbara Jarzyniecki [REDACTED]	Secretary	Executive	Yes	2	5/01/2017	06/30/2020	10
6	Suzanne Johnston (Passed away June, 2020)	Trustee/Member	Performance Review Education	Yes	2	11/01/2017	11/30/2020	5 or less
7	Pamela Kissel [REDACTED]	Trustee/Member	Performance Review Education	Yes	2	06/01/2019	06/30/2022	10
8	Erin Duffy-Kruss [REDACTED]	Trustee/Member	Scholarship	Yes	1	08/01/2018	08/31/2021	11
9	Kristin Lowe [REDACTED]	Trustee/Member	Audit	Yes	1	04/01/2018	04/30/2021	8

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Current Board Member Information

	Trustee	Position	Committ	Voting	Number	Start	End Date	Board
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	Name and Email Address	on the Board	ee Affiliations	Member Per By-Laws (Y/N)	of Terms Served	Date of Current Term (MM/DD/YYYY)	of Current Term (MM/DD/YYYY)	Meetings Attended During 2019-2020
10	Laura Norris [REDACTED]	Chair	Executive Finance Audit	Yes	2	05/01/2017	06/30/2020	12
11	LaQuanna Sparkman [REDACTED]	Trustee/Member	Climate, Culture and Family Engagement	Yes	1	10/01/2018	10/31/2021	9
12	Carolyn Vacca [REDACTED]	Trustee/Member	Performance Review Education	Yes	2	06/01/2020	06/30/2023	7
13	Belimar Velazquez [REDACTED]	Trustee/Member	Enrollment, Recruitment and Retention	Yes	1	03/01/2019	03/31/2022	6
14	Jennifer Weinstein [REDACTED]	Trustee/Member	Development	Yes	2	01/01/2020	01/31/2023	11
15	Jill Wynn [REDACTED]	Trustee/Member	Enrollment, Recruitment	Yes	1	12/07/2018	12/31/2021	5 or less

	Resigne 10/19		ent and Retention					
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1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	13
b.Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Oct 5 2020

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

[Young Women's College Prep Board Meeting Minutes](#)

Filename: Young Womens College Prep Board Meetin Cfpnquk.pdf **Size:** 7.8 MB

[Board Minutes July and August 2020](#)

Filename: Board Minutes July and August 2020.pdf **Size:** 1.1 MB

Entry 10 Enrollment & Retention

Completed Oct 5 2020

[Instructions for submitting Enrollment and Retention Efforts](#)

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

[Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER 260501861020

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>A special emphasis is placed on the recruitment efforts of Economically Disadvantaged students. When constructing the framework of our lottery we place priority odds on students that declare themselves on the application to be economically disadvantaged. We recruit all students via direct mailings and “robo” calls to the homes of sixth-grade students. Events are made public through social media, posters in schools and recreation centers, and emails to school leaders and teachers.</p> <p>Open house events are held yearly, inviting families to tour the school, meet the staff, and learn more about our programs and events. Individual tours are also arranged for families who could not attend the larger events because of work commitments or other considerations. YWCP also advertises by radio (WDKX, The Beat, LaMega) and RTS transit (Bus Shelter Ads & Transit Center), and participates in the “Good Schools Roc” common online enrollment process.</p> <p>The website (www.goodschoolsroc.org) is monitored daily by staff to stay informed. Good Schools Roc also works on its own unified Charter</p>	<p>Based on the positive data trends of our Economically Disadvantaged recruitment and enrollment outcomes, YWCP intends to continue with our current overarching process. However, we plan to adapt our process relative to shifts required for schools due to Covid-19. For example, with fewer, if any in-person recruitment events allowed, we are pivoting towards the development of video links and to offering remote/virtual events.</p>

	<p>Sector Advertising to increase the awareness for charter schools.</p>	
	<p>A special emphasis is placed on the recruitment efforts of English Language Learners. When constructing the framework of our lottery we place priority odds on students that declare themselves on the application to be ELL. Recruitment materials are designed with explicit information about how the needs of ELLs are met through the school's programming.</p> <p>Expanded outreach into the Spanish speaking community, included working with local organizations and attending events tailored to the Spanish speaking community. Promotional materials and applications are disseminated in English and in Spanish to ensure communication with Spanish speaking families is clear and that our school is accessible to these families. Additionally, our website has a built-in translating feature that allows the user to translate all web pages into one of eight different languages depending on the language they are fluent in.</p> <p>During the 2019-2020 school year, we expanded outreach into a growing Arabic speaking community in Rochester. Many non-English speaking families are attracted to our single-gender educational opportunity. We have also established a relationship</p>	<p>Based on the positive data trends of our ELL recruitment and enrollment outcomes, YWCP intends to continue with our current overarching process</p>

with the Executive Director of the Rochester Refugee Resettlement Services, who helps us to connect with new families. We work closely to provide guidance to new families all through the application process navigating the language barriers.

We recruit all students via direct mailings and “robo” calls to the homes of sixth-grade students. Events are made public through social media, posters in schools and recreation centers, and emails to school leaders and teachers.

Open house events are held yearly, inviting families to tour the school, meet the staff, and learn more about our programs and events. Individual tours are also arranged for families who could not attend the larger events because of work commitments or other considerations. YWCP also advertises by radio (WDX, The Beat, LaMega) and RTS transit (Bus Shelter Ads & Transit Center), and participates in the “Good Schools Roc” common online enrollment process.

The website (www.goodschoolsroc.org) is monitored daily by staff to stay informed. Good Schools Roc also works on its own unified Charter Sector Advertising to increase the awareness for charter schools.

described. We plan to adapt our process relative to shifts required for schools due to Covid-19. For example, with fewer, if any in-person recruitment events allowed, we are pivoting towards the development of video links and offering remote/virtual events.

Students with Disabilities

IA special emphasis is placed on the recruitment efforts of Students with Disabilities. When constructing the framework of our lottery we place priority odds on students that declare themselves on the application to be SWD. Recruitment materials are designed with explicit information about how the needs of SWDs are met through the school's programming. YWCP's special education coordinators, teachers, and school leaders maintain high levels of communication to ensure that appropriate records and IEPs or 504 documents are obtained from the host district in a timely fashion. In addition, YWCP makes every effort to serve students in the least restrictive environment that their accommodations will allow.

We recruit all students via direct mailings and "robo" calls to the homes of sixth-grade students. Events are made public through social media, posters in schools and recreation centers, and emails to school leaders and teachers.

Open house events are held yearly, inviting families to tour the school, meet the staff, and learn more about our programs and events. Individual tours are also arranged for families who could not attend the larger events because of work commitments or other considerations. YWCP also

Based on the positive data trends of our SWD recruitment and enrollment outcomes, YWCP intends to continue with our current overarching process. We plan to adapt our process relative to shifts required for schools due to Covid-19. For example, with fewer, if any in-person recruitment events allowed, we are pivoting towards the development of video links and offering remote/virtual events. We will work closely with our districts of residence to assure compliance no matter which school model is in operation.

	<p>advertises by radio (WDKX, The Beat, LaMega) and RTS transit (Bus Shelter Ads & Transit Center), and participates in the “Good Schools Roc” common online enrollment process.</p> <p>The website (www.goodschoolsroc.org) is monitored daily by staff to stay informed. Good Schools Roc also works on its own unified Charter Sector Advertising to increase the awareness for charter schools.</p>	
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>YWCP strives to retain all students, including economically disadvantaged. Our school is designed in all facets to provide individualized attention to our students and in all areas of B.A.S.E. (Behaviorally, Academically, Socially, Emotionally) YWCP has robust programmatic strategies in place to specifically help support students. This is the case whether the student/family requires Tier I, Tier II, or Tier III interventions. We also strive to provide comprehensive “whole girl” opportunities beyond the classroom. (field trips, clubs, activities, Athletics etc.) We believe in theory and in practice, that the key to retaining students</p>	<p>Based on the positive trends in our retainment data of economically disadvantaged students, YWCP intends to continue with our current overarching processes. We will continue to strive to strategically meet all student’s B.A.S.E. needs and to provide comprehensive opportunities in the development of the whole child. We plan to continue building trust with families and work collaboratively in support of their daughter. We plan to adapt our process relative to shifts required for schools due to Covid-19. For example, the remote learning model presents various challenges in assuring that students/families’ needs are being met. Every student/family will be assigned a YWCP point person of contact. From the initial</p>

	is to meet their unique needs and to build trust with families.	point of contact, systems will be designed to triage issues/needs effectively leveraging the appropriate staff.
English Language Learners/Multilingual Learners	<p>YWCP strives to retain all students. Our school is designed in all facets to provide individualized attention to our students and in all areas of B.A.S.E.(Behaviorally, Academically, Socially, Emotionally) Additionally, YWCP has robust programmatic strategies in place to specifically support English Language Learners. ELL students are serviced with both this push-in support, as well as a stand-alone period with a specialist teacher. All YWCP students including ELL students benefit from a spiral curriculum and differentiated instruction in academic areas which have been historically challenging to reach proficiency. Co-teaching embedded into core instruction through a push-in model and additional support is provided through strategically placed second teachers. ELL students are serviced with both this push-in support, as well as a stand-alone period with a specialist teacher. We also strive to provide comprehensive “whole girl” opportunities beyond the classroom. (field trips, clubs, activities, Athletics etc.) We believe in theory and in practice, that the key to retaining ELL students is to meet their unique needs and to build trust with families.</p>	<p>Based on the positive trends in our retainment data of ELLs, YWCP intends to continue with our current overarching processes, assuring that all required units of study are implemented We will continue to strive to strategically meet all student’s B.A.S.E. needs and to provide comprehensive opportunities in the development of the whole child. We plan to continue building trust with families and work collaboratively in support of their daughter. We plan to adapt our process relative to shifts required for schools due to Covid-19. For example, the remote learning model presents various challenges for ELL students. We will provide a significant amount of personal face time with ESOL teachers in addition to instructional modifications. Special care and attention will be given to ELL’s as In-Person instructional opportunities begin.</p>

Students with Disabilities	<p>YWCP strives to retain all students. Our school is designed in all facets to provide individualized attention to our students and in all areas of B.A.S.E.(Behaviorally, Academically, Socially, Emotionally) Additionally, YWCP has robust programmatic strategies in place to specifically support students with disabilities. Three Special Education Teachers, along with a math and reading specialist are scheduled to support SWD's core instruction. Special attention is paid to the monitoring and updating of IEPs and 504 plans. YWCP embraces inclusion and co-teaching and special education students. Language and classroom routines are systematized to reinforce meeting the needs of all students, including these at-risk populations. We also strive to provide comprehensive "whole girl" opportunities beyond the classroom. (field trips, clubs, activities, Athletics etc.) We believe in theory and in practice, that the key to retaining SWD students is to meet their unique needs and to build trust with families.</p>	<p>Based on the positive trends in our retainment data of SWDs, YWCP intends to continue with our current overarching processes. We will continue to strive to strategically meet all student's B.A.S.E. needs and to provide comprehensive opportunities in development of the whole child. We plan to continue building trust with families and work collaboratively in support of their daughter. We plan to adapt our process relative to shifts required for schools due to Covid-19. For example, the remote learning model presents various challenges in assuring that IEP's are implemented. We will provide a significant amount of personal face time with special education teachers in addition to instructional modifications. Special care and attention will be given to SWD's as In-Person instructional opportunities begin.</p>

Entry 12 Percent of Uncertified Teachers

Completed Oct 5 2020

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Entry 12 Uncertified Teachers

School Name: YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER
260501861020

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	3.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category C: not to exceed 5	1.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	28

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	32



Thank you.

Entry 13 Organization Chart

Completed Oct 5 2020

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[YWCP 2018 19 Org Chart v2final](#)

Filename: YWCP 2018 19 Org Chart v2final.pdf Size: 432.8 kB

Entry 14 School Calendar

Completed Oct 5 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

[Academic Calendar 2020-2021 Official \(1\)](#)

Filename: Academic Calendar 2020 2021 Official 1.pdf Size: 384.7 kB

Entry 15 Links to Critical Documents on School Website

Completed Oct 5 2020

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: Young Women's College Prep Charter School of Rochester

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	http://www.p12.nysed.gov/psc/csdirectory/YoungWomensCollegePrepCharterSchoolOfRochester/documents/YWCPCSORAR1819redacted.pdf
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://youngwomenscollegeprep.org/about-us/board-of-trustees/#1539705901555-34f1c3e5-4ac7
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://youngwomenscollegeprep.org/about-us/board-of-trustees/#1539706431679-5ff8b206-6504
3. Link to NYS School Report Card	https://data.nysed.gov/profile.php?instid=800000071083
4. Most Recent Lottery Notice Announcing Lottery	https://drive.google.com/file/d/1W4GaLZKI9zN7YmKPZhPDz4YEkkc-YOt9/view?usp=sharing
5. Authorizer-Approved DASA Policy	https://youngwomenscollegeprep.org/wp-content/uploads/2019/04/YWCP-Policy_Manual.pdf
6. District-wide Safety Plan	https://drive.google.com/file/d/0B24Uo_RwdSdwOU04a3pjRjdoUIRfOTk2UDY2TFpMQ0R3/view?usp=sharing
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://youngwomenscollegeprep.org/wp-content/uploads/2019/08/YWCP-Code-of-Conduct-19-20.pdf
7. Authorizer-Approved FOIL Policy	https://youngwomenscollegeprep.org/wp-content/uploads/2019/04/YWCP-Policy_Manual.pdf
8. Subject matter list of FOIL records	https://youngwomenscollegeprep.org/wp-content/uploads/2020/10/Subject-Matter-List.pdf
9. Link to School Reopening Plan	https://youngwomenscollegeprep.org/wp-content/uploads/2020/07/YWCP-20-21-School-Reopening-Plan-7.31.20.pdf

Thank you.



Entry 16 COVID 19 Related Information

Completed Oct 5 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Young Women's College Prep Charter School of Rochester

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	380	0	187

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students
	X	X	X	X	X	X	X	✓	X	X	X	X	X	0
	X	X	X	X	X	X	X	X	✓	X	X	X	X	0
	X	X	X	X	X	X	X	X	X	✓	X	X	X	0
	X	X	X	X	X	X	X	X	X	X	✓	X	X	0
	X	X	X	X	X	X	X	X	X	X	X	✓	X	0
	X	X	X	X	X	X	X	X	X	X	X	X	✓	0
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	
	X	X	X	X	X	X	X	X	X	X	X	X	X	

[illegible]

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Oct 5 2020

INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

Staff Roster as of 8-3-2020 (1)

Filename: Staff Roster as of 8 3 2020 1 sA2sXtn.xlsx **Size:** 12.7 kB

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

____ **Suzanne Johnston** _____

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

_ **Young Women's College Prep Charter School** _____

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
____ **Yes** _X_ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None.**”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>NONE.</i>				

Suzanne Johnston – Deceased April 3, 2020
Signature

9/30/2020
Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address: 

last revised 06/8/2020

YWCP Board of Trustees Meeting

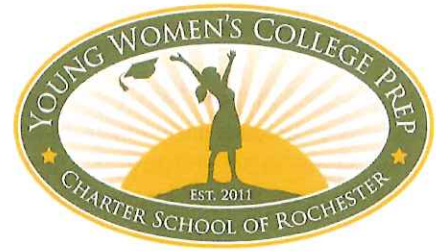
Date: Friday, July 12, 2019

Time: 8:00 am

Location: Young Women's College Prep
Hoover Drive, Room 134

Minutes approved on
August 2, 2019

Respectfully submitted
Barbara Jarzyniecki, Board
Secretary



MINUTES

Board of Trustees Present: Jennifer Allen, Chuck Falcón, Barbara Jarzyniecki, Erin Duffy Kruss, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Absent: Julia Green, Suzanne Johnston, Pam Kissel, Kristen Lowe, Jill Wynn

Foundation Present: Director of Development: Lauri Bonnell

I. Call to Order: Laura Norris, Chair

Laura Norris called the meeting to order at 8:00 am.

II. Roll Call: Jarzyniecki proceeded to the roll call determining Board Member attendance.

III. Public speakers: Jarzyniecki stated there were no speakers signed up to speak to the Board

IV. Approval of the June 7, 2019 (Annual Board Retreat Minutes): Norris

Norris called for a motion to approve Board minutes from the June 7, 2019 Board Meeting. Belimar Velazquez advanced the motion and Erin Duffy Kruss seconded the motion. All agreed. The minutes were approved unanimously.

V. Executive Report: Norris (report distributed prior to the meeting)

1) Board Retreat

Norris thanked the Board members for attending the Retreat and actively participating with guest presenters from the Breakthrough Leadership Group. She reviewed some of the highlights of the Retreat and areas that require further attention:

- a. Agreement on the definition of "college" as the stated goal for YWCP students, i.e. a 4-year institution that confers Bachelor's degrees or higher, a 2-year institution that confers Associates degrees, other post-secondary education programs
- b. Board processes and operations, e.g. committee process, interfacing with the school, obtaining data and information, annual calendar

2) Breakthrough Leadership Group

Norris referred to the notes from the Retreat as a result of the various sessions. She stated the original proposal from the Farash Foundation covered the meetings, Retreat and facilitation of a follow-up meeting. She explained that the work ahead exceeds what was covered by the grant and for that reason, a new proposal will be submitted to cover next steps. Norris stated that she asked the Leadership Group to complete a proposal to complete the Strategic Plan. She stated that she will circulate for the Board approval.

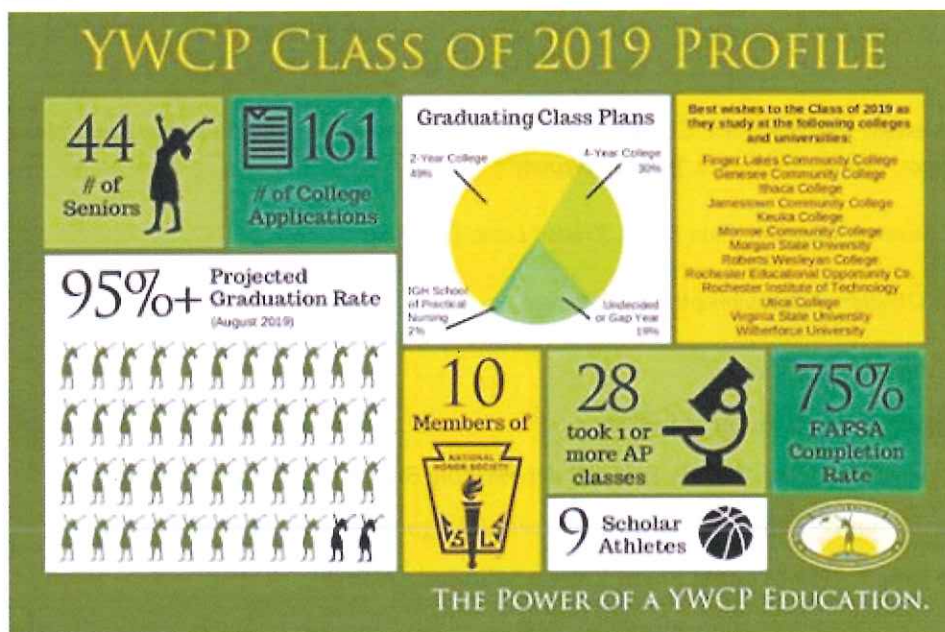
3) Strategic Plan

Norris informed the Board that as a result of the retreat and Board participation, Principal Zelazny committed to prepare a draft Strategic Plan for the school by mid-August. She added that this will be a collaborative between the school leadership and the Board.

Regular Board Meeting: July 12, 2019

4) Graduation

Norris stated that the YWCP graduation was an event enjoyed by the families, staff, and the Board. The moving speeches, beaming graduates and very proud families made the day. She congratulated Principal Zelazny and staff for a job well done. She noted that this year's projected graduation rate is 95% with the result of the August testing. Norris complimented the Foundation for the outstanding postcard which documented YWCP successful results:



5) Board Repository of Documents

Norris stated that an unfinished action item is the development of the Board's Repository of Documents. She indicated that in September there will be a work session regarding the direction we are considering.

VI. Audit (Governance Committee) Jennifer Allen

Allen referred to the work of the Audit Committee. She stated that there is ongoing work to review the written compilation from Board Committees addressing the Board's Policy Manual. She expressed appreciation for the additional funds to seek an external consultant with expertise in various sections of the Manual.

VII. Principal's Report: Barbara Zelazny, Principal (Absent due to Vacation)

VIII. Performance Evaluation, Education Committee: Pam Kissel, Chair

Kissel reported via email that the Committee is scheduled to meet with Principal Zelazny later in July to continue and complete the Principal Performance Evaluation for School Year 2018-2019.

IX. Development Report: Jennifer Weinstein, Chair (report distributed prior to the meeting)

Weinstein complimented the graduating students for their participation of the photo shoot sponsored by the Foundation. She added that this material will benefit the marketing strategy and support the fund raising efforts. Several Board members applauded the Facebook posts highlighting the graduating students and college/university acceptances and scholarships. She referred to the Leadership Breakfast, October 23, 2019 and honoree confirmation within the report. Report

highlighted a meeting with an ON Semiconductor representative about funding for a STEM program and grants from the Women's Foundation of Genesee Valley and Greater Rochester Health Foundation.

Weinstein reported that there is an opportunity for an article in the magazine published by Cornell Jewelers highlighting YWCP success stories. She added that there is a fund-raising event being planned in August. Weinstein turned to Lauri Bonnell to finalize the report.

Bonnell stated that she recently had a meeting with representatives from Rochester Institute of Technology's K-12 Liberty Partnerships Program (sanctioned by the State of New York Department of Education). Bonnell stated that the program provides various programs (Bioscience Camps, Future Business Leaders Experiences, GEARS (Girls Explore Adventures in Robotics, Health Care Careers Exploration, Imagine RIT, etc.) college visits, parent workshops, college and career exploration, summer camps and scholarship opportunities.

Norris asked Bonnell to meet and connect RIT representatives with Principal Zelazny regarding the Program when she is available.

X. Finance Committee: *Chuck Falcón, Chair (May financial documents distributed prior to the meeting)*

Falcón stated that the final budget report for FY2018-2019 will be summarized and presented at a future meeting. He stated that the Committee is working on tweaking the budget reports comparing the full year budget distributed on a quarterly basis.

XI. Scholarship Committee: *Erin Duffy Kruss (report distributed prior to the meeting)*

Erin Duffy Kruss stated the Committee met on June 26 and June 28. She stated that the Committee reviewed the seven scholarship applications and continued to review the list of parameters outlined by the Summers Foundation. She stated that the Foundation agreed to pay ½ of the financial gap for each student for all 4 years if they meet standards agreed upon within the scholarship guidelines for each college semester. The Foundation indicated that the scholarship should not be the sole means of support and the students' should seek other opportunities for funding. Duffy Kruss stated that the Committee proposed to pay off college debt after graduation and offered a graduated scale of how much college debt they would pay off based on GPA.

Duffy Kruss stated that she is establishing a mentor program for each scholarship recipient and asked for volunteers. Norris volunteered.

Jennifer Allen stated that the women from the Delta Sigma Theta Sorority may be interested in the mentor program.

She added that Duffy Palmer (former YWCP Board Chair - 6 years) plans on meeting with M&T Bank about helping each student with financial statements.

Several Board members had questions and comments.

Weinstein asked whether or not there is an appeals process to the Committee if a student falls below the GPA due to unforeseen circumstances. Duffy Kruss stated that the students should be constantly advocating for themselves and the connection with a mentor should help support the student during the college career. She stated there are set parameters giving the student sole responsibility and ownership for the scholarship.

Allen stated that it may be time to revisit the position of the YWCP Director of College Counseling. Norris stated that she would follow-through with Principal Zelazny.

XII. Enrollment, Recruitment, Retention: *Belimar Velazquez*

Belimar Velazquez stated that she plans to schedule a meeting with Principal Zelazny and is seeking membership for her Committee.

Regular Board Meeting: July 12, 2019

XIII. Climate, Culture, Community and Family Engagement Committee: LaQuanna Sparkman

LaQuanna Sparkman stated that she reviewed the benchmarks associated with her Committee work. She is securing membership (Professor, RIT, 3 YWCP parents, representative from the 441 Ministries). She plans on meeting with Principal Zelazny.

XIV. School Operations: Roberta McInnis, Director of Operations

No report

XV. Old Business: Norris None

XVI. New Business: Norris None

XVII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law.

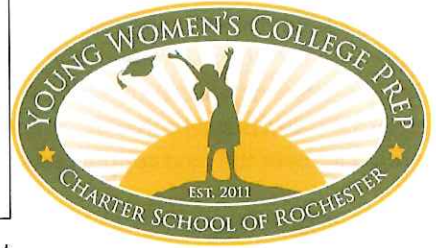
XVIII. Adjournment: Next Meeting: August 2, 2019 8:00 am

Norris asked for a motion to adjourn the meeting. Weinstein advanced a motion and Duffy-Kruss seconded the motion. The meeting was adjourned at 9:35 am.

YWCP Board of Trustees Meeting

Date: Friday, August 2, 2019
Time: 8:00 am
Location: Young Women's College Prep
Hoover Drive, Room 134

*Minutes officially approved
on October 3, 2019
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Julia Green(phone), Suzanne Johnston, Erin Duffy Kruss, Kristen Lowe, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Jennifer Weinstein (phone), Jill Wynn (phone)

Absent: Barbara Jarzyniecki, Chuck Falcón, Pam Kissel, Belimar Velazquez

YWCP Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations

Foundation Present: Director of Development: Lauri Bonnell

- I. **Call to Order:** Laura Norris called the meeting to order at 8:00 am.
- II. **Roll Call:** Norris proceeded to the roll call determining Board Member attendance.
- III. **Public speakers:** Norris stated there were no speakers signed up to speak to the Board
- IV. **Approval of the July 12, 2019 (Board Minutes):** Norris
Norris moved the approval of the minutes to the Executive Report.
- V. **Executive Report:** Norris (Report distributed prior to the meeting)

Norris proceeded to adjust the agenda and bring all items requiring an official vote to the front of her report. Norris asked Board Members calling in to Face Time in order to reach a quorum. Julia Green and Jennifer Weinstein were on FaceTime during the official voting constituting a quorum.

Norris called for a motion to approve Board minutes from the July 12, 2019 Board Meeting. Kristin Lowe advanced the motion and Jennifer Allen seconded the motion. All agreed. The minutes were approved unanimously.

Norris asked if the Board had the opportunity to review the proposal to continue working on the Strategic Plan from the Breakthrough Leadership Group. Board members responded affirmatively. Norris proceeded to call for a motion to approve the proposal. Carolyn Vacca advanced the motion, LaQuanna Sparkman seconded the motion. All agreed. The proposal was approved unanimously.

Norris, in an order of regular business, asked for a motion to approve a second three year term for Pam Kissel from June 2019-June 2022. Kristin Lowe advanced the motion, Erin Duffy Kruss seconded the motion. All agreed. The term extension for Pam Kissel is approved unanimously in accordance with the Board's By-Laws.

1) Breakthrough Leadership Group

Following the approval for the proposal, the next steps are to develop the working documents and schedule follow-up meetings with the Board's Executive Committee and Principal Zelazny to forge ahead.

Regular Board Meeting: August 2, 2019

Norris added that she received an offer from the Group to join a Board and Community Outreach Opportunity to Charter Schools in the Rochester area. She stated that this is pre-work for a planned Educational Summit in November (pending funding). She noted that regardless of funding for the Summit, Boards would receive the deliverables outlined in the proposal. Norris stated that the cost is \$1,000. There was extensive discussion by Board members and all felt given the work load over the next couple months that the Board should decline the offer at this time.

2) School Lease

Norris stated that it was time to renew the school's Lease. She stated that Kristin Lowe is working with Barbara Hasler on the negotiation of the Lease. Principal Zelazny and Roberta McInnis expressed concerns with the maintenance and security given the supervision in place and issues regarding the operations of the building. Norris and members of the Board discussed next steps in working with the Landlord to address the concerns.

3) Annual Audit

Norris stated that the Annual Audit is due November 1st. She stated that Jennifer Allen has joined the Committee. She stated that a pre-audit meeting with The Bonadio Group is taking place in August.

4) Board Document Repository

Norris will schedule a presentation to the Board in September or October for an overview of the Google Docs repository.

5) Follow-up from July meeting:

Norris stated that there are several action items from the July Board Meeting and she met with Principal Zelazny to discuss.

- 1) **Staff Survey:** Administered at the end of the school year. Principal Zelazny stated that results have been reviewed and were part of the discussion at the Leadership Professional Development during the summer. She stated that she will share the results with the Board at an upcoming meeting.
- 2) **Funding Request:** Norris stated that Principal Zelazny had several items, currently not budgeted, that would help support school programs and especially be helpful to the students. She is working with the Foundation to support the requests for funding.
- 3) **Board's Committee Charter for College Outcomes:** Principal Zelazny will provide an overview of College Outcomes in September.

VI. Audit (Governance Committee) Jennifer Allen

Allen stated that the Committee did not have the opportunity to come together during the summer and a meeting is scheduled for September to continue the discussion regarding the onboarding process, the pursuit of a professional to review the Board Policy Manual following the Board member review of sections and suggested recommendations for change and the proposed changes to the Board's By-Laws which is on the agenda to meet the Charter School Office deadline of December 15th.

VII. Principal's Report: Barbara Zelazny, Principal (Report distributed prior to the meeting)

Principal Zelazny discussed the ongoing work to improve many of the existing systems and processes such as Advisory, data driven practice, assessment calendar, supervision and evaluation and various operations conducted on a daily basis highlighting the arrival and dismissal time. In her report, she talked about the further development of the Coaching Model, FLEX Friday, Curriculum Alignment, BASE Jr./Sr. and the Griffin Help Zone. She stated that it was important to create a reporting structure aligned with the benchmarks that provides the Board with certain data and information in a more comprehensive way using a set calendar listing important information and events.

Regular Board Meeting: August 2, 2019

She stated that she is working on the Strategic Plan and will be sharing with stakeholders prior to the Board to obtain consensus from the school community and is aiming for October for a presentation to the Board.

Principal Zelazny provided information regarding the summer boot camp programs: 1) Regents Prep 27 hours, 2) Advanced Regents Diploma and 3) Institute for older students needing credit recovery.

Staffing Update

Principal Zelazny reviewed the staffing and changes for school year 2019-2020. She welcomed a new Physics/Intro to Optics Teacher, ELA/SPED Teacher, Physical Education/Health Teacher, Instructional Coach, Data Coordinator and the new Director of Athletics/Recruitment. She reported that she is still short an ESOL/SPED teacher and has a few candidates interested.

She pointed out the hiring of a new Music Teacher, who is a professional musician and voice coach, involved in drama courses and camps and worked in classrooms throughout the City. This appointment increased staff diversity and intent to hire teachers that are a mirror for the students. Principal Zelazny felt that this program needed more of a structure offering various opportunities for growth, by providing students with additional options in the study of the arts.

She added that the new Director of Athletics/Recruitment worked alongside of the previous director in developing the school's athletic program, understands the rules of the Section V league, has experience in promoting events is a life-long learner who is interested in educational leadership. She noted a plus, the students already know and relate to him.

She stated that a Vice Principal resigned to pursue another opportunity and she is reviewing the school's organizational structure and may utilize the position in a different way to support the administrative team and instructional program.

Calendar of Events

Principal Zelazny stated that she is developing an annual calendar of events for the Board and community to encourage ongoing engagement. She noted a few upcoming events: Faculty and Staff Kick off Breakfast (August 19), Senior Blazer Ceremony (August 27), Curriculum Night/Open House (October TBD).

She pointed out that this year's orientation for new families will include a dinner, babysitting siblings by the school's ambassadors, student orientation while parents are meeting with the staff.

Enrollment

Principal Zelazny stated that 40 7th grade students were fully registered before August 1. She stated that there is a waiting list and staff continues to connect with parents who registered, were accepted and whose applications are in progress of completion. She stated that if there is no movement after several contacts, the plan is to open the seats to those on the waiting list. The enrollment chart presented shows 367 students enrolled with a projection of 427 if all applications are completed.

Goals

Principal Zelazny stated that her goal is to present the High School Regents Data and Class of 2019 College Outcomes in September, a Teaching and Learning Report and Draft Strategic Plan/Calendar in October, Middle School Achievement Outcomes and Enrollment Status Report in November aligning with Benchmark 1, 2 6 and 9.

VIII. Performance Evaluation, Education Committee: Pam Kissel, Chair

Suzanne Johnston and Principal Zelazny stated that the Committee met and discussed specific goals for the coming school year. The Committee will receive Principal Zelazny reflections (as part of her evaluation) when all performance data is received.

Regular Board Meeting: August 2, 2019

IX. Development Report: Jennifer Weinstein, Chair

Lauri Bonnell reported that there are two fundraising events schedule in August and October. She stated that on August 22, a Guest Bartender Event will be held at 80W. She asked Board Members to promote the event and provide a gift for raffle either a gift card or bottle of wine.

She provided information on the Annual Leadership Breakfast and this year's honorees: Confirmed Honorees: U.S. Ceiling Corporation and Deborah Stamps, System VP for Quality, Safety & Innovation at Rochester Regional Health and a meeting is scheduled with the 3rd Honoree on 8/12. She talked about table sales and a new Peer-to-Peer fundraising campaign provided through 'Just Giving' to help supporters increase donations.

X. Finance Committee: Chuck Falcon, Chair No Report

XI. Scholarship Committee: Erin Duffy Kruss (Report distributed prior to meeting)

Erin Duffy Kruss reported that the Committee is in the process of working with M&T to provide a financial literacy course for the scholarship recipients before they leave for college. This program will help the students learn how to manage their money including budgeting, saving and the impact of accruing unnecessary debt and set up bank accounts.

She stated that the Committee is awaiting a response from the Summers Foundation to the proposed changes made to the scholarship parameters.

XII. Enrollment, Recruitment, Retention: Belimar Velazquez No Report

XIII. Climate, Culture, Community/Family Engagement Comte: LaQuanna Sparkman

LaQuanna Sparkman stated that the Committee held its first introductory meeting and reviewed responsibilities as it relates to the benchmarks assigned to the Committee. She indicated that it is the intent to support the school and the Principal providing oversight of agreed upon goals.

XIV. School Operations: Roberta McInnis, Director of Operations

Roberta McInnis stated that she is working on the final reconciliations for yearend pertaining to per pupil due July 31st. She shared good news with the Board and stated that the school received additional funds from the State Education Department, a one-time revenue in the amount of \$97,000 that will help the school end the year with a possible surplus of \$70,000. She added with enrollment on track (budgeting 400 students), next year the school is looking toward a larger surplus.

XV. Old Business: Norris None

XVI. New Business: Norris None

XVII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law.

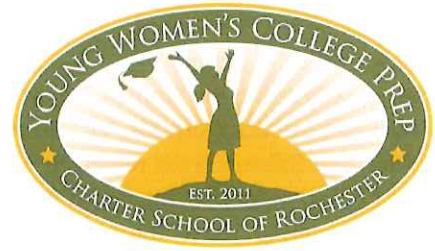
XVIII. Adjournment: Next Meeting: September 6, 2019 8:00 am

Norris asked for a motion to adjourn the meeting. Suzanne Johnston advanced the motion, Jennifer Allen seconded the motion. All agreed. The meeting was adjourned at 9:20 am.

YWCP Board of Trustees Meeting

Date: Friday, September 6, 2019
Time: 8:00 am
Location: Harter, Secrest and Emery LLP
1600 Bausch and Lomb Plaza

*Minutes officially approved
on October 3, 2019
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Chuck Falcon, Barbara Jarzyniecki, Julia Green, Suzanne Johnston, Erin Duffy Kruss, Pam Kissel, Laura Norris, LaQuanna Sparkman (phone), Carolyn Vacca (phone), Belimar Velazquez, Jennifer Weinstein

Absent: Jill Wynn, Kristin Lowe

YWCP Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations

Foundation Present: Director of Development: Lauri Bonnell

- I. **Call to Order:** Laura Norris called the meeting to order at 8:00 am.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Public speakers:** Jarzyniecki stated there were no speakers signed up to speak to the Board
- IV. **Approval of the August 2, 2019 (Board Minutes):** Norris

It was decided that the approval of the minutes from the August 2, 2019 Board Meeting be postponed to the October 3, Board Meeting. Several Board members did not have an opportunity to review the minutes. Several revisions to the minutes submitted by Norris will be included.

- V. **Executive Report: Norris** (Report distributed prior to meeting)

- Breakthrough Leadership Group

Norris stated that there are several meetings scheduled to continue the work on the development of the Strategic Plan. The Breakthrough Leadership Group will meet with Principal Zelazny and Norris; and the Board's Executive Committee.

- Annual Audit

Norris stated that the Pre-Audit Meeting with Bonadio was held on August 19, final review scheduled for October 17. Norris added that this is a yearly exercise and the audit is due to NYSED on November 1st.

- Board Document Repository

Norris reported that it was decided to use Google Docs, hosted by YWCP as the Board's Document Repository. She stated that a Google account is required to use Google Docs. She provided instructions on how to set up a Google account. She stated that several steps will follow:

- Create site access
- Populate site with reference documents
- Develop recommended naming conventions
- Overview on how to use the site

She explained that the goal was to have all documentation in one place with easy access and naming standards to quickly find information.

Regular Board Meeting: September 6, 2019

- Annual Report

Norris referred to the Annual Report required by NYSED which was submitted on July 31. She reported that the Board received feedback from Ms. Vickie Smith, the Charter Office Liaison indicating a few items were listed as incomplete. She added that following the review, it was more accurate to say that additional information was requested and clarification was needed regarding the Board Attendance Report. All documentation was distributed to the Board. Ms. Smith did reply indicating that a "thorough response was provided and based on the response, it was not necessary to have further conversation."

- *Resolution Confirming Jennifer Aronson-Jovcevski Background Check and Completion of Application*

Norris asked for a motion to approve Resolution #1 (2019-2020) confirming Jennifer Aronson-Jovcevski completion of a background check and full application in accordance with Charter School Office Guidelines. Jarzyniecki advanced the motion, Jennifer Allen seconded the motion. All agreed. The Resolution was approved unanimously.

Resolution #1 (2019-2020)

The Young Women's College Prep Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Jennifer Aronson-Jovcevski as a final candidate to its Board of Trustees, with a term expiring in Year 2022, pending approval by SED. The resolution approving Jennifer Aronson-Jovcevski is formally adopted upon SED's approval.

Jarzyniecki stated that the full application will be forwarded to Ms. Vicki Smith, Charter School Liaison for YWCP.

VI. Audit (Governance Committee) Jennifer Allen No Report

VII. Principal's Report: Barbara Zelazny, Principal (Report distributed prior to meeting)

Principal Zelazny stated that she is organizing her monthly report to the Board using the Benchmarks as a guide to present a more formal reporting structure and presentation of data. She referred to the September Edition highlighting **Benchmark 1- Student Performance**. She presented the YWCP Regents (by subject) data comparing YWCP passing rate in 2018 to 2019, as well as a comparison with the Rochester City School District, the cohort tracking of Regents data and the number of students tested. She expressed concerns with the Sciences and US History and is addressing the issue instructionally with staff changes and adding a physics teacher.

Principal Zelazny stated that the goal is to have 80% of students passing ELA, Social Studies, Science and Spanish. She remarked that YWCP ELA results exceeded the State target with 83% of the 58 students passing the Regents in 2019. She referred to Geometry where 76% (30 students) passed the Regents test in 2019, where there was a change in the order of classes.

Pam Kissel stated that a review of how vocabulary is taught and combining efforts with the ELA and Science department leadership to focus on the science language, critical writing and literacy skills.

Principal Zelazny continued to share data regarding the 2019 graduating class:

Annual Graduation and Post-Graduation Plan:

42/44 students are completers 95.5% graduation rate
 29/42 or 69% Regents diploma
 5/42 or 12% Regents with Advanced Distinction
 34/42 or 81% Regents Diploma or higher
 8/42 or 19% Local Diploma

She added that 29% of the graduating class plans to attend a 4 year college and 43% (2 year college). Other students are leaning toward employment and deciding on future plans.

Regular Board Meeting: September 6, 2019

Principal Zelazny presented the 2019 NYS ELA and Math Assessment Growth Chart by cohort and % of students trending toward proficiency. She compared ELA % below proficiency for the last 3 years and stated that a fewer number of students are entering 9th grade at Level 1 and many others are moving toward proficiency levels. She stated that 53% of students entering 8th grade will be at Level 2 or higher.

Suzanne Johnston asked about Math 8 assessment and the move toward offering Algebra 1. Principal Zelazny responded that 37% of students entering 9th grade will have Algebra Regents credit. She stated that Living Environment will be offered in the 8th grade as well. Principal Zelazny indicated that 48% of 2019 7th grade students entering 8th grade will be at a level 2 or higher and take Algebra 1. She expressed the importance of capturing individual student growth at each grade level especially entering into the 9th grade where more rigorous courses are introduced.

Norris remarked that more than half of the students moved up in proficiency demonstrating progress. Board members complimented the comprehensive sharing of data.

Principal Zelazny stated that in November she plans to share data providing a deeper academic picture of the incoming 7th graders.

Benchmark 2 – Teaching and Learning

Principal Zelazny stated that the YWCP faculty and administration engaged in 7 full days of professional development engaging in deep discussions regarding the Mission, Vision and Key Design Elements, they focused on team building, restorative circles, curriculum alignment grades 7-9 (ELA, Math, Science, Social Studies, Spanish), and assessment for learning. She included that the SEL- 2019-2020 focus is on three main character traits (respectful, responsible, and mindful). She stated the team concentrated on the essential question “how will we negotiate the divide” while going through each session.

She provided an example of a change in building procedures related to the arrival process system and Advisory. She stated that the juniors and seniors are demonstrating more responsibility, respect and leadership with the change.

Benchmark 3 – Culture, Climate & Family Engagement

Principal Zelazny shared that over 40 families attended the first annual New Student & Family Orientation. She stated that the evening consisted of dinner, parent orientation while student ambassadors took on the responsibility of watching siblings and a volleyball game.

She added that on August 26th the Fall Parent Athletic meeting was held and very well attended.

Benchmark 9 – Enrollment, Recruitment & Retention

Principal Zelazny distributed a comprehensive enrollment chart listing the number of total applications submitted, students registered, student offers on waitlist, students waitlisted, and declines and partially registered for each grade 7-11. She stated that 396 applications were received in total and 85 students were fully registered leaving 30 seats available as of this date.

VIII. Performance Evaluation, Education Committee: Pam Kissel, Chair

Kissel stated that the Evaluation Committee is in the process of writing Principal Zelazny performance evaluation for school year 2018-2019. The Committee reviewed goals, set new goals, and reviewed the self-assessment. She added that the Committee is grateful for Principal Zelazny's leadership.

IX. Development Report: Jennifer W., Chair (Report distributed prior to meeting)

Jennifer Weinstein reported on the success of the Guest Bartender fundraiser and thanked all who attended and supported with raffle prizes. She stated that almost \$2,000 was raised.

Regular Board Meeting: September 6, 2019

Leadership Breakfast, October 23

Jennifer Weinstein announced the honorees for this year's Leadership Breakfast: Bob Duffy, U.S. Ceiling Corporation and Deborah Stamps, System VP for Quality, Safety & Innovation at Rochester Regional Health. Lauri Bonnell stated that filming has started. She added that a video of one of the students moving into their college dorm is part of the program features.

Bonnell asked for Board Members, or anyone interested, to join the Breakfast Committee with the goal of promoting awareness and purchasing table/ticket sales. She introduced a peer-to-peer fundraising campaign provided through Just Giving to assist with fundraising efforts. The goal this year is \$80,000. She made a presentation and stated that more information would be sent within the next few weeks.

Other Foundation Student Programs and Support

- 1) Cornell/Weinstein Foundation Grant: A Foundation Grant was submitted to cover areas of need including college visits, blazers and ties for seniors and professional development for teachers.
- 2) Teacher Grant: A grant to provide 7 teachers with the opportunity to participate in a statewide math conference offering a variety of workshops: STEM, growth mindset, NEXTGEN standards and social emotional learning in math.
- 3) Prep Rally: Foundation providing funding for senior blazers and ties and invited donors to attend.

X. Finance Committee: *Chuck Falcon, Chair*

Chuck Falcon provided an overview of the fiscal year 2018-2019. He stated that with a few late adjustments, the Committee is estimating a \$40,000 deficit from the previous year which is much less than previously reported due to the careful management of expenses considering short-falls in revenue. Falcon stated that future reports will be submitted on a quarterly basis to provide actual budget information throughout the year. He explained that enrollment was down from what was projected and the final reconciliation with RCSD resulted in a payback.

Johnston noted that per pupil allocation for charter school students is far less than what the RCSD receives in per pupil allocation.

Principal Zelazny stated that there is an excellent team in place focusing on recruitment/enrollment. She added that efforts to concentrate on meeting enrollment targets are strong. She stated that she is overseeing the process on a daily basis.

Johnston complimented the staff and stated that enrollment is hard to predict and other schools are also experiencing challenges due to a shortage of students across the City and County.

XI. Scholarship Committee: *Erin Duffy Kruss*

Erin Duffy Kruss was delighted to report that 7 students applied and there are 3 recipients of the scholarship. She stated that the other students had small gaps and did not move forward with the scholarship. She added that the total amount of the award from the Summers Foundation for 2019-2020 academic year was \$19,000. Duffy Kruss stated that each students' gap varied in need.

She reported that M&T offered a Financial Literacy Course for the students and will schedule another at the semester break and mentors are in place for the students.

LaQuanna Sparkman stated that she has a connection with RIT and there is an individual interested in becoming a mentor. Carolyn Vacca requested to have the date whereby students would be visiting St. John Fisher College.

XII. Enrollment, Recruitment, Retention: Belimar Velazquez

Belimar Velazquez referred to the enrollment report. She stated that the Committee will review marketing products and offer any support to the school.

XIII. Climate, Culture, Community/Family Engagement Comte: LaQuanna Sparkman

Sparkman stated that the Committee met and reviewed areas within the Benchmarks associated with the Committee's work. She stated that the next step is a review of the Code of Conduct and follow-up with Principal Zelazny to determine where the school needs additional support.

Jarzyniecki stated any changes to the Code of Conduct must be approved by the Charter School Office. She stated that a revised Code was reviewed by lawyers, approved in 2018 by the Office and Board.

XIV. School Operations: Roberta McInnis, Director of Operations

Roberta McInnis stated that she has been working with the budget and annual audit. She stated that final numbers should be available taking an in-depth look at revenue and anticipated shortfalls.

XV. Old Business: None

XVI. New Business: None

XVII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law. None

XVIII. Adjournment: Next Meeting: Thursday, October 3, 2019 6:30 pm

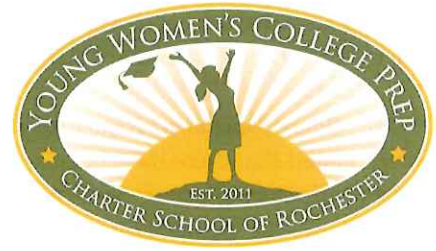
Norris asked for a motion to adjourn the meeting. Allen advanced the motion, Kissel seconded the motion. All agreed. The meeting adjourned at 9:40 am.

YWCP Board of Trustees Meeting

Date: Thursday, October 3, 2019
Time: 6:30 pm
Location: YWCP
133 Hoover Street

*Minutes officially approved on
November 1, 2019*

*Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Chuck Falcon, Julia Green, Barbara Jarzyniecki, Kristin Lowe, Pam Kissel, Laura Norris, Jennifer Weinstein

Absent: Erin Duffy Kruss, Belimar Velazque, LaQuanna Sparkman, Carolyn Vacca, Suzanne Johnston, Jill Wynn (resigned 10/3)

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Sanya Pelrah, Coordinator of Instruction

Foundation Present: Director of Development: Lauri Bonnell

- I. **Call to Order:** Laura Norris called the meeting to order at 6:30 pm.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:** There are no communications.
- IV. **Public speakers:** Jarzyniecki stated that no speakers signed up to speak to the Board
- V. **Approval of the August 2, 2019, September 6, 2019 Board Minutes.** Norris (Allen, Green)

Norris called for a motion to approve Board minutes from the **August 2, 2019, September 6, 2019** Board Meeting. Jennifer Allen advanced the motion and Julia Green seconded the motion. All agreed. The minutes were approved unanimously.

VI. **Executive Report:** Norris (Report distributed prior to the meeting)

1) **Board Calendar**

Norris stated at every meeting, she will reference the Board Calendar items throughout the month and for the future to help keep all Board members informed. She highlighted the October and November activities within her report.

2) **Breakthrough Leadership Group**

Norris stated that over the last month, productive meetings with the Leadership Group and Executive Committee, Principal Zelazny were held to continue with the development of the Strategic Plan. It was agreed that the Board and Administrative Team leverage the Charter Renewal Report to identify the key priorities in the following:

- Benchmark 1: Student Performance (Approaching)
- Benchmark 2: Teaching and Learning (Meets, but has direct impact on Benchmark 1)
- Benchmark 9: Enrollment, Recruitment, and Retention (Approaching)

Breakthrough Leadership will provide a framework for a Strategic Plan and assist Principal Zelazny in building a plan aligned with the Benchmarks and Principal's goals.

She stated that the next steps involve meeting with the Executive Committee and Committee Chairs re: Board Process, review of the first draft of a 3 year strategic plan docs (Board Chair and Principal), and Executive Committee meeting on strategic alignment/funding strategies and organizational capacity.

3) **Annual Financial Audit**

Regular Board Meeting: October 3, 2019

Norris stated that a final meeting to review the results of the audit is scheduled for October 17. The audited results are due to NYSED on November 1. The Board will receive a draft copy prior to submission.

4) Board Document Repository

Norris stated that there have been several discussions regarding the Board's Document Repository' naming conventions and site structure process. She listed a number of key features calling out the naming of dedicated folders to hold Board documents. The Google Drive will be populated during the month of November in preparations for a December roll-out. She stated that there will be an overview on how to access and use the site.

5) Resignation: Jill Wynn

Norris expressed disappointment with receiving a resignation letter from Jill Wynn. Wynn (in her letter) stated that her new position will demand far more of her time, leaving little time to focus on Board priorities. Norris added that Wynn plans to remain a member on the Enrollment, Recruitment and Retention Committee. On behalf of the Board, Norris extended her appreciation for her service and continued support.

6) United Way

Norris stated that Jennifer Allen has agreed to represent the Board at the United Way's Board recruitment event.

VII. Audit (Governance Committee) Jennifer Allen

Jennifer Allen stated that the Committee met, established a monthly meeting schedule and continued discussion regarding the professional review of various items within the Policy and Procedures Manual, changes to the YWCP By-Laws discussed previously by the Board and in accordance with the NYSED Charter School Guidelines and its December target date for submission.

Allen reviewed the results of the Board's Self-Assessment. She stated that there was a 78% response and presented results in a year-to-year comparison. She indicated that 17 out of 40 areas resulted in 100% indicating the goals was met. She explained that as a result from the previous years, the lower % of responses indicate an improvement in the following areas: parent partnership, strategic goals and plans, Board recruitment and Board Orientation. Allen asked the Board to review question 17 (within the assessment) that deals with Board/School faculty engagement. Several conversations took place regarding what this means and how the Board should engage and interact with staff. Allen stated that it may be helpful to continue the discussion and revise the assessment to clearly define 'ways of interaction' with the faculty. She asked the Executive Committee to add this discussion as a future agenda item clearly defining engagement, consider revising the question and share with the full Board for approval.

Allen stated that the Committee would work on developing an action plan for various committees addressing the areas listed as 'developing.'

VIII. Principal's Report: Barbara Zelazny, Principal (Report distributed prior to meeting)

Principal Zelazny stated that there was a strong start to the new school year. She referred to changes in the entry arrival process and the student responsibility given to the upper classman. She added that the faculty is in the process of reviewing the academic background of the 70 students enrolled in the 7th grade and plans on providing a report next month.

Principal Zelazny provided an overview of the year's assessment calendar as information for the Board resulting in a review of student progress. She shared a comprehensive document focusing on English Language Arts with considerations of social emotional learning (SEL), literacy performance level descriptors, relevant data, and research-based best practices in writing, vocabulary/close and reading strategies. The rationale for this work addresses curricular

Regular Board Meeting: October 3, 2019

decisions based on standards aligned with best practices for benchmark planning. The intent for all ELA classes (7th-11th grade) is to use similar vocabulary and practices.

She reported that she would be taking part in a conference at St. John Fisher where she will be presenting on the topic of Restorative Practices and will be attending and presenting at the YWLN conference in Baltimore, Maryland on October 17, 2019.

Principal Zelazny introduced Sanya Pelrah, Coordinator of Instruction. Pelrah presented on professional development pertaining to Benchmark 2: Teaching and Learning.

Curriculum & Instruction Professional Development (CIPD)

Sanya Pelrah, Coordinator of Instruction referred to the 7-9 articulation's scope and sequence. She stated that professional development is based on a format to memorialize curricular decisions, spiral priority standards, and further the 7th-9th grade articulation. She stated that this collaboration is the first of this magnitude in YWCP's history. The current work is to address priority standards and to create specific plans for what to address in real time (teaching and learning, data instruction). She stated that the embedded professional development is based on the changing needs of the staff and students. The administrative team, coaches and teachers at each grade level take a snapshot through planned assessments throughout the year determining what is needed to advance student achievement and teacher growth.

Pelrah identified ways of approaching individual strengths through differentiated supervision and evaluation by respecting individual strengths, using data and being flexible when addressing the need through professional development. Principal Zelazny stated that building trust by positive feedback will impact student achievement. She plans to be involved in observations, classroom walkthroughs, and meetings with individual teachers along with Ms. Pelrah and coaches. As a result of the staff survey, Principal Zelazny stated that the staff agrees (100%) (August survey results) with a differentiated approach to help teacher growth.

Pelrah referred to the use of Chrome books and its roll out in every classroom. She stated that 100% of staff (August Survey results) agreed that all classrooms should incorporate the same rituals and routines. The plan is to fully support teacher use of technology through a Google Classroom. She stated that only 70% of teachers incorporated the use of chrome books into their daily practice therefore some students were not experiencing lessons prepared using this technology. She provided examples of a Google Classroom such as lessons on video tape that are meant to help students' learning on their own to master the subject.

Pelrah continued the conversation regarding assessments laying out the articulation between grade levels (7-9, 10-11, 12). She explained that these assessments built into the calendar will guide informed instruction. She referred to eDoctrina, an online assessment aligned with the Common Core Standards allows teachers to dig deeper into the data to help students succeed supporting long-range planning. She mentioned at the 10th and 11th grade, families were pleased to hear that YWCP will continue to use the PSAT as a measure of success. Pelrah added that NWEA (Northwest Evaluation Association) is an assessment solution to measure growth and proficiency for ESOL students to help tailor instruction. She stated that there is a cohesive team meeting consistently supporting ESOL and Special Education students adhering to regulations and providing individual plans that are unique to YWCP.

Principal Zelazny stated that the coaching model is key to taking instruction to the next level using the tools described above with teacher agreement.

Pelrah ended the presentation with a description of the new and exciting opportunities for teachers and students with a STEM focus. An introduction to Optics, a Monroe Community College Dual Enrolment class is offered, along with Physics and a Coding Class.

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair

Pam Kissel stated that the Committee continues to work with Principal Zelazny on her performance evaluation. She shared the first draft of the evaluation with the Committee and Principal. Principal Zelazny identified year end goals and she plans on sharing with the full Board at the November Board Meeting.

X. Development Report: Jennifer W., Chair

Lauri Bonnell provided an update regarding the progress on the preparations for the Leadership Breakfast to take place on October 23, 2019. She encouraged the Board continue to make connections, sell tickets, and recruit sponsors. She stated that the filming of the honorees and students is scheduled to start.

XI. Finance Committee: Chuck Falcon, Chair (Financial Documents were Submitted Prior to the Meeting)Chuck

Chuck Falcon distributed financial documents for August (Dashboard, Balance Statement, Profit and Lost, P&L Budget August Summary, P&L versus Budget, August 2019, P&L YTD Prorated Budget August 2019). He stated that he is presenting a different view so that Board members are more informed on a monthly basis. Falcon indicated that there were no unusual activities or changes and the budget remains fiscally sound.

XII. Scholarship Committee: Erin Duffy Kruss No Report

Norris stated that mentors for the college students have been assigned and are meeting to develop a relationship and build support.

XIII. Enrollment, Recruitment, Retention: Belimar Velazquez No Report

XIV. Climate, Culture, Community/Family Engagement Comte: LaQuanna Sparkman No Report

XV. School Operations: Roberta McInnis, Director of Operations

Roberta McInnis provided information regarding the Annual Audit. She stated that there is a meeting scheduled for October 17, 2019 to review the final report. She stated at the next Board meeting, a copy of the Annual Audit will be available.

XVI. Old Business: None

XVII. New Business: Norris stated that on October 10, 2019, the Senior Blazer Presentation is scheduled to begin at 9:15. She stated that this is a tradition that started with the first graduating class. She invited the Board to attend.

XVIII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law.

XIX. Adjournment: Next Meeting: Friday, November 1, 2019 8:00 am

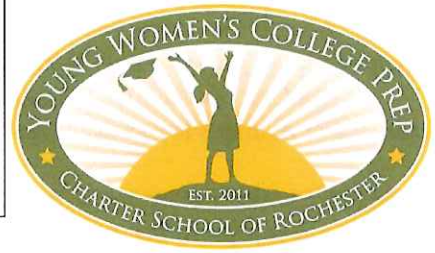
Norris asked for a motion to adjourn the meeting. Kissel advanced the motion, Allen seconded the motion, and the meeting was adjourned at 8:15 p.m.

YWCP Board of Trustees Meeting

Date: Friday, November 1, 2019
Time: 8:00 am
Location: YWCP, 133 Hoover Street

*Minutes officially approved on
January 3, 2020*

*Respectfully Submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Jennifer Aronson-Jovceviski (via phone) Erin Duffy Kruss, Chuck Falcon, Julia Green, Suzanne Johnston, Kristin Lowe, Laura Norris, LaQuanna Sparkman, Jennifer Weinstein

Absent: Barbara Jarzyniecki, Pam Kissel, Carolyn Vacca, Belimar Velazquez

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Crystal Rupp, Assistant Principal

Foundation Present: Director of Development: Lauri Bonnell (via phone)

- I. **Call to Order:** Laura Norris called the meeting to order at 8:05 am.
- II. **Roll Call:** Norris proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:** There are no communications.
- IV. **Public speakers:** Norris stated that no speakers signed up to speak to the Board
- V. **Approval of the October 3, 2019 Board Minutes.** Norris

Norris called for a motion to approve Board minutes from the **October 3, 2019** Board Meeting. Allen asked to revise and add Jill Wynn to the Scholarship Committee. Johnston advanced the motion and Weinstein seconded the motion. All agreed. The minutes were approved unanimously.

VI. **Executive Report: Norris** (Report distributed prior to meeting)

In a report distributed prior to the meeting, Norris highlighted the Board Calendar and the upcoming events for the month of November and December.

Annual Financial Audit

Norris stated that the financial audit was completed by Bonadio & Co., LLP (Certified Public Accountants). She stated there were no qualifications and the auditors commented on the school's good financial position. She complimented Roberta McInnis, Director of Operation for her excellent work.

Norris proceeded to ask for a motion to approve the Annual Audit. Laquanna Sparkman advanced the motion, Julia Green seconded the motion. All agreed. The Annual Audit was approved unanimously.

Resolution #2 (2019-2020) Approval of Annual Audit

Whereas, an Independent Audit by an External Auditor is required in accordance with New York State Education Law for Charter Schools, and

Regular Board Meeting: November 1, 2019

Whereas, Bonadio & Co., LLP (Certified Public Accountants) completed the Annual Audit, following a thorough review of financial systems and statements as of June 30, 2019, therefore be it

Resolved, that the YWCP Board of Trustees hereby approves the Financial Statements as of June 30, 2019, together with the Independent Auditor's Report due to New York State on November 1, 2019.

Norris also stated that it was necessary to approve the Form 990 by November 15, 2019. She referred to the Draft document sent prior to the meeting for Board review. Norris asked for a motion to approve the Form 990. Johnston advanced a motion, Allen seconded the motion. All agreed. The Form 990 was approved unanimously.

Resolution #3 (2019-2020): Approval of Form 990-Return of Organization Exempt from Income Tax

Whereas, Young Women's College Prep Charter School (YWCP) is required to file an annual Form 990 - Return of Organization Exempt from Income Tax with the Internal Revenue Service covering the year, July 1, 2018 through June 30, 2019; and

Whereas, The Bonadio & Co., LLP (Certified Public Accountants) prepared and Roberta McInnis, Director of Operations presented the Form 990 to the YWCP Finance Committee on October 29, 2019; therefore be it

Resolved, that the YWCP Board of Trustees received and reviewed Form 990, and further be it

Resolved, that the YWCP Board of Trustees approves the Form 990 for submission to the Internal Revenue Service by November 15, 2019.

Document Repository Presentation: Michael Douglass, Systems Administrator

Norris stated that the presentation by the Systems Administrator would be postponed to the December Meeting, if necessary. She stated that testing features of the Google Team Drive resulted in a slight change in approach adding a second Team drive. One drive is designated as a working drive used to load documents for upcoming board meetings, review meeting documents prior to the meeting and store individual Committee working documents. The second drive is for reference only with read-only capability. She stated that the Chair, Vice-Chair and Board Secretary will be able to have full access. This drive includes prior Board Meeting Docs, Charter and Renewal Documents and Financial Audit Reports.

Principal Zelazny stated that this system is a better way of organizing the work in a more efficient manner.

Leadership Breakfast

Norris complimented Jennifer Weinstein, Lauri Bonnell, and the volunteers on the success of the Leadership Breakfast. She stated that several attendees commented that, in a field of similar fundraising events, the YWCP Leadership Breakfast is a standout. Several Board members also expressed their appreciation and commended on the outstanding event.

Strategic Planning

Norris provided an update regarding the Strategic Planning Process. She stated that Deb Hanmer, (Breakthrough Leadership Group) will continue to work with Principal Zelazny completing the first draft of the Plan. A meeting with Executive Committee and Committee Chairs will be scheduled. She added that on November 4, 2019, a meeting is scheduled with the Executive Committee to discuss alignment/funding strategies and organization capacity.

Teacher Appreciation Luncheon

Norris stated that the Board has hosted a Teacher Appreciation Luncheon in the past. She asked Principal Zelazny for the date for planning purposes.

Regular Board Meeting: November 1, 2019

VII. Audit (Governance Committee) Jennifer Allen

Jennifer Allen stated that a proposal is in the process of being developed for professional assistance for the review of the overall review of the Board's Policy Manual. She added that a redline document of the Board's By-Laws is complete for discussion with the Executive Committee and following Board approval in time for the December submission to the Charter School Office. Allen referred to a sub-Committee that is working to enhance the orientation process for new Board Members. She stated that there is a suggestion to integrate the process with Committee goals.

Allen reported that at a recent United Way Board Recruitment Fair, seven individuals with exceptional skills expressed an interest in supporting and engaging in YWCP programs.

Jennifer Weinstein shared that she was approached by individuals at the Leadership Breakfast as well. Both Allen and Weinstein stated that the Board needs a standard document (other than the Charter) that summarizes the responsibilities of the Board of Trustees, Committee Charters, and a check-list of school identified areas where volunteers are most needed.

Norris agreed and added this as an action item for the Board.

LaQuanna Sparkman suggested a volunteer form on the website as a way to make it easier for individuals to express interest.

Principal Zelazny stated that the school would like to have a structure established to systematically call upon the members of the community interested in supporting programs related to the mission of the school.

Lauri Bonnell referred to the volunteer form on the website and expressed the need to acknowledge the interested parties and help identify the best area for support.

Allen agreed with the fact that a system for connecting with the community needs to be developed and listening to the ideas expressed, she will begin the discussion with her Committee.

VIII. Principal's Report: Barbara Zelazny, Principal (Report distributed prior to meeting)

Principal Zelazny distributed a report aligning activities, events and programs with Benchmarks. She stated that the report gives the Board an inside look at what is going on during school and outside of the classroom, a way to draw students and keep families engaged. She highlighted various activities: Open House, field trips to various community sites to promote learning, leadership and team work, in particular, the 20 students attending an exhibition to learn about optics manufacturing from leading experts, college visits, spirit rallies, and participation in annual Leadership Breakfast.

She highlighted the success of the Volleyball Team, establishment of the Varsity Club and results of parent involvement. She stated that on October 23, students participated and collaborated with YWLN to launch the first College Prep Bootcamp addressing the college application process and NYS College Landscape, College Acceptance Criteria, opportunity programs, the use of Naviance aligning student strengths and interests to goals, and the navigation of Financial Aid.

Principal Zelazny presented a calendar of Board presentations throughout the year that will align with the strategic plan when finalized.

She provided an update on enrollment under Benchmark 3, reporting that the school currently enrolls 380 students (up from 357 from last year) and stated that there were 20 offers made and 10 students are currently in the enrollment process. She added that the success of the athletic program has helped encourage enrollment and students are making strides to represent their school, community and teams. Students are awarded for exemplifying team leadership, sportsmanship and academic success.

Principal Zelazny spoke about her collaboration with YWLN and outreach to network schools as a result of presenting at the Young Women Leadership Network Conference.

Benchmark 1: Trending Toward Proficiency - Middle School Achievement Report

Principal Zelazny introduced Crystal Rupp, Assistant Principal. Ms. Rupp proceeded to provide the Board with a detailed data report highlighted several areas of academic growth for students in Grade 7-9. She referred to the Performance Framework benchmarks and indicators according to the rating scale: exceeds, meets, approaches, falls far below. Ms. Rupp stated that YWCP students are trending toward proficiency and designated as 'approaching' as indicated by the last NYS Charter School renewal site visit. She took the report one step further by providing a cohort analysis of students entering 7th grade in comparison with their 6th grade level performance in both ELA and Math. She stated that the 67 students enrolled in September were 85% below proficiency in ELA and 87% below proficiency in Math according to assessment data.

She provided this comparison and listed the *Fall* results from the (Northwest Evaluation Association) NWEA, an assessment taken throughout the year to determine academic growth. Rupp stated that the same students tested showed growth in both ELA and Math moving up in levels (28% average or above average in Math, 32% average and above average in ELA).

Principal Zelazny stated this is testimony that programs in place are resulting in moving more students toward proficiency.

Rupp continued to provide data that demonstrated proficiency in each grade level comparing student performance from 6th grade to 8th grade and beyond. Principal Zelazny and Rupp stated that according to the data students entering 7th grade continue to move to proficiency levels across grade levels as evidence by the 40% of students in the 8th grade who passed Regents Algebra and 82% of 11th grade students who excelled in Regents ELA.

Several Board members commented on the information provided and the trending growth in academic performance. Sparkman asked if students are aware of their movement in levels and progress throughout the year. Principal Zelazny confirmed that this information is shared with students and parents, especially, the grade 7-9 articulation.

Principal Zelazny commented that the investment in the Instructional Coaches is paying off as evidence by the academic performance in upper grade levels.

Johnston asked for a future report regarding Advanced Placement results.

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair No Report

(Report Submitted prior to meeting, including Principal Zelazny goals for 2019-2020 school year.

X. Development Report: Jennifer W., Chair (Report distributed prior to meeting)

Jennifer Weinstein provided a preliminary report comparing the fundraising results from the last five years pertaining to the Leadership Breakfast. She indicated that this year there were less table sales, sponsorship was down as well as donations from the donor cards. She estimated that after expenses, donation and giving was down at least \$15,000. Weinstein stated that over the next several months, it was necessary to strategize about ways the Board could provide additional support and list other opportunities to maintain relationships with present donors. One suggestion was to seek Trustees that have a social following, are dedicated to the school in a fundraising capacity, and have significant connection with the community increasing donor participation to an event such as the Breakfast.

Several Board members expressed the importance of maintaining relations with donors, sponsors, and people eager to support the school. It was stated that the event was well-received by attendees.

Erin Duffy Kruss highlighted the number of fundraising events taken place throughout the year and commented that not in every case would the honoree be involved in securing table sales.

Board Members Norris and Allen suggested that the Foundation develop an action plan with strategies to increase, and retain donors and sponsors.

XI. Finance Committee: *Chuck Falcon, Chair (September Financials Delivered Prior to the Meeting)*

Chuck Falcon stated that the Finance Committee met and discussed ways to generate additional income for the schools. He reported that the school has a financially stable cash balance and there may be opportunities to increase funds. The Committee will meet with M&T bank, an YWCP sponsor, to find ways to increase funds by not taking risks. He stated that there are additional grants that the school may be eligible to receive according to external auditors. At the December Board Meeting, he stated that he will share an updated forecast taken in consideration current enrollment at the next Board Meeting.

XII. Scholarship Committee: *Erin Duffy Kruss No Report*

XIII. Enrollment, Recruitment, Retention: *Belimar Velazquez No Report*

XIV. Climate, Culture, Community/Family Engagement Comte: *LaQuanna Sparkman*

Sparkman stated the Committee met and are developing a charter. The Committee is considering mentoring as a focus since there is an interest in students attending RIT who were brought to the Breakfast. She stated that the Committee is seeking to engage parents as part of the Committee.

Principal Zelazny referred to the parents on the Varsity Club. She stated that it was important to engage individuals in their area of interest supporting the school whether it was financial, job shadowing, tours, mentoring, etc. She expressed the importance of being very specific so not to lose the community's interest.

Norris stated that the Principal and administrative staff have educational goal to meet and outside interest and opportunities that fit within the educational plan is essential.

XV. School Operations: *Roberta McInnis, Director of Operations (Report at the beginning)*

XVI. Old Business: *No Old Business*

XVII. New Business: *No New Business*

XVIII. Adjourn to Executive Session: *Personnel Matters, Other within regulations of Open Meeting Law None*

XIX. Adjournment: *Next Meeting: Friday, December 6, 2019 8:00 am*

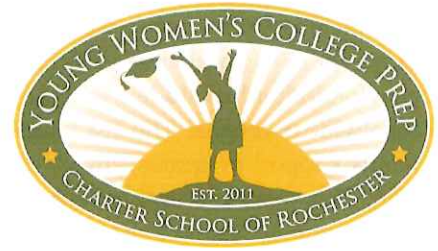
Norris asked for a motion to adjourn the meeting. Johnston advanced the motion and Allen seconded the motion. All agreed. The meeting was adjourned at 9:36 am.

YWCP Board of Trustees Meeting

Date: Friday, December 6, 2019
Time: 8:00 am
Location: YWCP, 133 Hoover Street

*Minutes officially approved
on March 5, 2020*

*Respectfully submitted,
Barbara Jarzyniecki, Board
Secretaru*



MINUTES

Board of Trustees Present: Jennifer Allen (via phone), Jennifer Aronson-Jovceviski, Chuck Falcon, Julia Green, Barbara Jarzyniecki, Pam Kissel, Kristin Lowe (via phone), Laura Norris

Absent: Erin Duffy-Kruss, Suzanne Johnston, LaQuanna Sparkman, Carolyn Vacca, Jennifer Weinstein, Belimar Velazquez

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations

Foundation Present: Director of Development: Lauri Bonnell

- I. **Call to Order:** Laura Norris called the meeting to order at 8:05 am.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:** There are no communications.
- IV. **Public speakers:** Jarzyniecki stated that no speakers signed up to speak to the Board,
- V. **Approval of the November 1, 2019 Board Minutes.** Norris Approval postponed until January 2020.

Agenda Adjustment

Norris adjusted the agenda to accommodate Principal Zelazny monthly report and presentation by staff. Principal Zelazny referred to her distributed report and stated that the report presents a timely understanding of what takes place in the school on a daily basis. She described activities during professional development: teacher best practice with consideration of the 'end in mind' and implications this has on student behaviors and achievement while designing lessons for instruction, best practices around technology, rituals and routines shared from "experts among us" (group of teachers) and training in eDoctrina (system for data management, assessment and supervision). She referred to the Flex Friday program whereby teams are preparing relevant and exciting learning opportunities that highly engage students.

Principal Zelazny stated that Scholar Block, part of Flex Friday, provides an opportunity for students to complete missing assignments/tests, work on learning recovery plans and extra credit assignments or study for an upcoming exam.

Benchmark 3: Culture, Climate and Family Engagement

Principal Zelazny described the work of the BASE Team, understanding the student, negotiated the 'divide' using research practices, understanding the implications of poverty, trauma, and other factors affecting student learning. She stated that each students comes with a personal story and the team supports individual student.

Principal Zelazny introduced the members of the BASE Team (Behavioral – Academic – Social – Emotional): Crystal Rupp, Camille Zitz, Kaitlyn Bodine, Shaquita Shepard, Katy Geers, Annie Hasler, Angelica Davis-Bernard, Nikki Sinclair, Deb Hoef, Stephanie Senecal and Diana Frank. She explained that each member of the team has a significant role. The BASE Team meets weekly to focus on academic, behavioral, and attendance concerns. Members analyze data, divide up Counselor caseloads and support student plans and school wide initiatives that are communicated throughout the school.

Regular Board Meeting: December 6, 2019

Team members meet once a week. Following the review and analyzation of data gathered from many sources including but not limited to academic performance, classroom behavior and intervention, observations in hall ways, overall student behavior, individual student issues and concerns - specific actions and next steps are developed to address individual and schoolwide problems. The Team uses a system to gather/describe data, reflect and interpret data, make decisions to identify support programs, effective strategies, gather additional information, if needed and identify steps that need to be taken. This process prevents 'rushing to decisions' to address concerns and identifies the right course of action and in some cases may lead to a change in intervention or schoolwide program. Team members talked about building relationships with students and gave several examples of a student's behavior and the interventions used to address concerns.

Schoolwide Initiatives

Team members provided a brief look into the school wide initiatives in place. They spoke about their conversations with students around the importance and goal of being respectful, responsible and mindful. Counselors described the **Griffin Help Zone** whereby they address conflict by sitting in circles with students to discuss and address a dispute, struggles between a teacher and student, as well as introduction and school community building. Restorative Circles teach students to model professionalism, communicate effectively with teachers and other students while building trust and resolve issues that may occur during the school day.

Members described the activities associated with **Flex Fridays**. During Flex Fridays, teachers rotate and have the opportunity to work on assignments with students, time in advisory is increased and students participate in circles as a way to build relationships, students catch up on school work and make-up assignments, they participate in fun and enriching activities and as described above the Scholar Block.

The **Home School Initiative** is also part of Fridays. The concern with attendance is a focus for the home visits. Data is provided on students who have continuously missed school and a visit is made to their home. BASE members meet with students and families to determine the cause and develop a plan to address the issue and get back into school. In addition, there are incentives built into the Attendance Initiative: Gold (perfect), Silver (1 day), Green Stars (2 days). Students are recognized and awarded for their attendance.

Data Driven Roles – there are two instructors reviewing and analyzing middle school data, co-planning, initiating strategic and direct instruction to make improvements toward student proficiency.

Next Level Student Intervention Plans – following several steps (as described above), the BASE Team responds with a specialized individual plan to support the struggling student.

Principal Zelazny complimented the work of the BASE Team for the system approach, using best practices and developing proactive measures to address issues that arise. She expressed her appreciation for their commitment. \

Several Board members complimented the Team, expressed appreciation and stated how impressed they are with the comprehensive way to support students.

VI. Executive Report: Norris (Report distributed prior to meeting)

Norris provided updates on the Board Calendar, listing events and action items for December and January. She noted the importance of seeking candidates for Committee membership and to serve as a Board of Trustee. She added that several members of the Board terms are expiring in 2020.

- *Breakthrough Leadership Group*

Norris stated that the review of the first draft of the strategic plan is in progress. The Executive Committee met on November 14 to discuss strategic alignment/funding strategies/organizational capacity. The plan is to schedule a follow-up with members of the Foundation Committee in mid/late December.

- *Board Document Repository*

Norris provided an overview of the Board Document repository and explained how the system would work for the Board. She stated that there will be two Team Drives, a working updatable drive and a reference, read-only drive with limited access giving the Chair, Vice Chair and Board Secretary full-access to the drive. She added that both drives would be populated over the next several months and a presentation by the Systems Administrator will take place in January.

- *Teacher/Staff Lunch for Festivous Celebration*

Norris stated that as in the past a holiday luncheon is scheduled for staff on December 18th. She stated that the Board hosts the luncheon for staff as a token of appreciation for their service.

VII. Audit (Governance Committee) Jennifer Allen

Allen stated that the Sub- Committee continues to review contents of the Policy Manual and in particular, the Board's By-Laws and she received the edited version and suggested recommendations for change. Allen stated that she is sharing with the Executive Committee prior to full Board approval.

VIII. Principal's Report: Barbara Zelazny, Principal (Report distributed prior to meeting and presentation took place at the beginning of the meeting.)

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair

Kissel stated that the Committee met with Principal Zelazny and reviewed the assessment calendar for the year. Principal Zelazny provided a comprehensive explanation of each assessment.

X. Development Report: Jennifer W., Chair (Report distributed prior to meeting)

Lauri Bonnell reported for Jennifer Weinstein. She stated that the ROC the Day fundraiser was tied to a specific donation which proved to be successful. She stated that this year the goal was to raise money to support student attendance at the movie "Harriet" about abolitionist Harriet Tubman.

The following grants and activities were listed in the Development Report:

Cornell/Weinstein Foundation Grant

A grant of \$15,000 to support students' college visits, blazers and ties for seniors, and professional development for teachers

Donald F. and Maxine B. Davison Foundation Grant: \$15,000

College Visits

1. *9th Grade Griffin PRIDE Academy visited Brockport College in November*
 - Students met with professors and students in 3 areas: Education, Social Work, and Kinesiology, Sports Management and Physical Education. They also had lunch in Harrison Dining Hall and were joined by President Heidi MacPherson
2. *College visits for all grade levels, including SUNY Fredonia, Houghton College, the University of Rochester and SUNY Oswego were coordinated and scheduled.*

XI. Finance Committee: Chuck Falcon, Chair (Financials Delivered Prior to the Meeting))

Chuck Falcon stated that M&T Bank met with the Finance Committee and shared information regarding a risk-free approach to managing funds listing options of a diversified portfolio.

Regular Board Meeting: December 6, 2019

Falcon updated the Board regarding a revenue shortfall based on enrollment. He did state that using a conservative approach to expenses, the loss in revenue was minimized and is less than \$50,000.

XII. Scholarship Committee: *Erin Duffy Kruss No Report*

XIII. Enrollment, Recruitment, Retention: *Belimar Velazquez No Report*

XIV. Climate, Culture, Community/Family Engagement Comte: *LaQuanna Sparkman (Report distributed prior to the meeting)*

XV. School Operations:

Roberta McInnis, Director of Operations stated that she continues to monitor the budget looking closer at enrollment and is preparing the 2020-2021 budget.

XVI. Old Business: *Norris*

None

XVII. New Business: *Norris*

None

XVIII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law

Norris asked for a motion to enter into an Executive Sessions to discuss a Personnel Matter with the Board. Kissel advanced the motion and Jarzyniecki seconded the motion. The Board agreed unanimously.

Following the discussion, Norris asked for a motion to adjourn to the Regular Business Meeting. No action was taken during the Executive Session. Julia Green advanced the motion and Pam Kissel seconded the motion.

XIX. Adjournment: Next Meeting: Friday, January 3, 2020 8:00 am

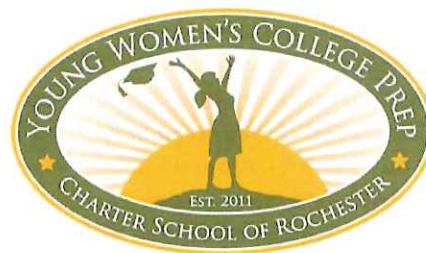
Norris asked a motion to adjourn the meeting. Jarzyniecki advanced the motion and Green seconded the motion. All agreed. The meeting was adjourned at 9:40 am.

YWCP Board of Trustees Meeting

Date: Friday, January 3, 2020
Time: 8:00 am
Location: YWCP, 133 Hoover Street

Minutes officially approved on
March 5, 2020

Respectfully submitted,
Barbara Jarzyniecki, Board
Secretary



MINUTES

Board of Trustees Present: Jennifer Allen, Jennifer Aronson-Jovcevski (via phone) Pam Kissel, Erin Duffy Kruss, Julia Green, Barbara Jarzyniecki, Suzanne Johnston, Kristin Lowe, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Absent: Chuck Falcon

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Allen J. Kubitz
Director of Health, PE and Athletics

Foundation Present: Lauri Bonnell, Director of Development

- I. **Call to Order:** Laura Norris called the meeting to order at 8:00 am.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:** Norris stated that the Board received a communication from the Farash Foundation requesting a report regarding the grant received.
- IV. **Public speakers:** Jarzyniecki stated that no speakers signed up to speak to the Board
- V. **Approval of the November 1, 2019 Board Minutes.** Norris

Norris called for a motion to approve Board minutes from the **November 1, 2019** Board Meeting. Jennifer Allen advanced the motion and Pam Kissel seconded the motion. All agreed. The minutes were approved unanimously.

VI. **Executive Report:** Norris (Report distributed prior to meeting)

1) Board Calendar

Norris provided an update regarding Board calendar events for January and February. She pointed out that 'Cool Women, Hot Jobs' is scheduled for February (details to follow). She referred to a list of community members interested in YWCP. She expressed the importance of succession planning and building relationships with interested parties. Norris stated that Jennifer Allen will address this action item under her Audit report.

2) Breakthrough Leadership Group Update

Norris stated that she met on December 18 with Principal Zelazny and Deb Hamner and reviewed a draft of a high level strategic planning document addressing education performance and enrollment for the next three years. She indicated that revisions were made and next steps is a formal review of the detailed document, review with the Executive Committee and she plans on sharing with the Board prior to the February Board Meeting.

Norris added that there is a follow-up meeting scheduled for January 9, 2020 to discuss strategic alignment/funding strategies/organization capacity in regards to the Foundation.

Regular Board Meeting: January 3, 2020

3) *Board Document Repository*

Norris explained the 2 Team Drives, and the process for loading documents for upcoming Board meetings taking place in February. She stressed the importance of reviewing meeting materials using the individual access to the shared drive. The second drive is read only, containing prior Board meeting documents, Charter and Renewal Documents, Financial Audit Reports, Annual SED site visit reports and Committee Documents. The drive is currently being populated for Board Members to access. Norris stated that the System Administrator still plans on providing a presentation on the use of the drive and noted that the actual presentation is loaded within the shared drive.

Board members asked questions regarding file access for Committee members (non-Board members). Norris stated that she will address this issue.

VII. Audit (Governance Committee) Jennifer Allen (Report distributed prior to the meeting)

Allen pointed out the key areas the Audit Committee members are addressing – Board Policy Review, Recruitment of promising Board Members and Committee Membership, Board Elections, Succession Planning and Board Self-Assessment (April).

Board Policy Review

She reported that the Attorneys completed the review of several significant policies. The Policy recommendations were presented to the Board's Executive Committee and a process is in the works to complete the assignment and share with the entire Board.

Board Recruitment

Allen referred to the members of the community who have an interest in supporting YWCP and the document listing names, titles and interest. All of the individuals have been vetted and are good candidates. She mentioned the fact that the Board has a Volunteer Policy and expressed the importance of connecting with interested parties, creating a team to develop a process to welcome volunteers, offer options in area of interest, manage the intact and keep track of the volunteers. She asked for Board volunteers to join the team.

Allen stated that there are many different ways to engage, identify areas where a Committee may need additional skills, be creative and think out of the box, and have community connections. Allen offered to communicate to interested parties. There was also a suggestion to share Committee rosters and to create a Board Brochure to share with the Community at events.

VIII. Principal's Report: Barbara Zelazny, Principal (Report distributed prior to meeting)

1) *Benchmark Alignment Report*

Benchmark 2: Teaching and Learning

Principal Zelazny reported on the focus of professional development during December. She reported staff formed a shared understanding of deep literacy learning, how to help the learner's progress from surface level to deeper learning. The 'Experts Among Us' shared techniques used in the classroom to structure the learning so that students move toward a deeper understanding of literacy.

Flex Friday

The eSquared sessions were created by a group of teachers to focus on enriching learning extensions. Many of the activities are STEM focused prepared for students to engage, and college prep took place with a panel of YWCP alumni.

YWCP Athletics

Regular Board Meeting: January 3, 2020

Norris introduced Allen Kubitz, Director of Health, PE and Athletics. Kubitz provided a look at the athletic programs in place. He stated that there are seven sports programs, 15 teams and 190 students participating in the athletic program. He added that there have been improvements made to the program: new sound system in the gym, signs reflecting sportsmanship, and renovations to the baseball field. He talked about an upcoming event partnering with a county school to raise funds for the cheerleading program and the opportunity for students to participate in skills camp for volleyball and basketball.

Kubitz provided a list of awards the students are striving to earn. He listed the following:

- Future College Scholarships in Track/Basketball
- Scholar Athlete Team Awards-75% of the team must achieve GPA 90% or better
(Presently - Volleyball 87%, X-Country-89%)
- 2019-2020 Scholar-Athlete School of Excellence Award
- Basketball Officials Sportsmanship Award
- NYSPHSAA Sportsmanship Award

Board Members inquired about a calendar of the sports events. Kubitz shared a link to the website highlighting a monthly calendar of athletic events.

Pam Kissel asked about the coaches. Kubitz stated that 98% of the coaches are staff. LaQuanna Sparkman asked about parent participation. Kubitz stated that this is a challenge and staff are working to find ways to motivate families to attend. Sparkman stated that incentives for families work as well as for students. He did state that transportation is an issue and a challenge for students and parents.

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair

Kissel stated that there is a push to add members to the Committee and the next meeting is scheduled.

X. Development Report: Jennifer Weinstein, Chair

Jennifer Weinstein stated that year-end appeal mailing and holiday thank you cards were mailed last month. Monthly email newsletters were sent to 1,500 individuals across the Rochester community. She referred to the 'Cool Women, Hot Jobs' event that will take place at the end of February (details to follow). She stated that the team is looking for career options for the 7th and 8th grade students. Kristen Lowe offered to make connections with the 2+2 Program at Monroe Community College. Another suggestions was to consider the University of Rochester Step Program.

XI. Finance Committee: Chuck Falcon, Chair No Report

XII. Scholarship Committee: Erin Duffy Kruss

Erin Duffy Kruss provided a report on the status at the end of first semester for the students who received grant funding through the Summer Foundation. She stated that transcripts for two of the students revealed a 3.9 grade point average and 3.6 grade point average meeting the criteria established by the Foundation.

XIII. Enrollment, Recruitment, Retention: Belimar Velazquez No Report

XIV. Climate, Culture, Community/Family Engagement Comte: LaQuanna Sparkman

Sparkman stated that the next meeting is scheduled for January 16th. Norris suggested that the Committee experience the presentation from the B.A.S.E Team (held at the Board meeting this past December). She added that it covers Benchmark 3 and relates to the work of this Committee. Norris stated that she added this to her list of action items to schedule for the Committee.

XV. School Operations: Roberta McInnis, Director of Operations

Regular Board Meeting: January 3, 2020

Roberta McInnis stated that the finances are in line with projected enrollment. She added that students are still enrolling and Principal Zelazny continues to accept applications for students dissatisfied with the Rochester City School District and new residents.

XVI. Old Business: Norris

XVII. New Business: Norris

XVIII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law

Norris called and asked for a motion to enter into an Executive Session to discuss a Personnel Matter. Jarzyniecki advanced the motion, Kissel seconded the motion. All agreed.

Following the discussion, Norris stated that a vote is necessary to act on the subject discussed. She asked for a motion to resume into the Regular Business Meeting. Kissel advanced the motion and Johnston seconded the motion. All agreed.

Norris asked for a motion to approve the following resolution.

Resolution #4: 2019-2020

Whereas, the Board of Trustees encourages all employees to advance their careers in a degree granting program in the educational field; and

Whereas, Principal Zelazny made a request to support tuition reimbursement for a doctorate program to Board Chair and Chair of the Performance Evaluation Committee; and

Whereas, after the Executive Committee reviewed programs of this nature across the City and County both in education and business fields presented this research to the Board of Trustees at its January meeting;

Whereas, the Board of Trustees believes that it is in the best interest of the school, its staff, and students for Principal Zelazny to pursue the aforementioned degree; therefore be it

Resolved, that the Board of Trustees authorize the Board's Executive Committee to execute an amendment to Principal Barbara Zelazny's employment contract to include tuition reimbursement for the Education Doctorate in Executive Leadership program at St. John Fisher; and further be it

Resolved, that the Executive Committee add specific language and stipulations to provide a 50% tuition reimbursement for the duration of the program.

Pam Kissel advanced the motion and Johnston seconded the motion. The Board voted unanimously to approve the resolution.

XIX. Adjournment: Next Meeting: Friday, February 7, 2020 8:00 am

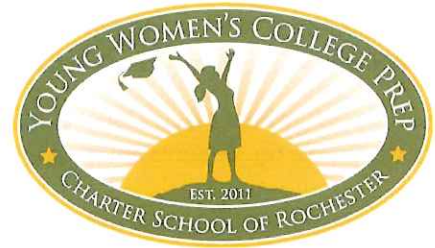
Norris asked for a motion to adjourn the meeting. Johnston advanced the motion, Allen seconded the motion. The meeting was adjourned at 9:35 a.m.

YWCP Board of Trustees Meeting

Date: Friday, February 7, 2020
Time: 8:00 am
Location: YWCP, 133 Hoover Street

*Minutes officially approved on
March 5, 2020*

*Respectfully submitted,
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Jennifer Aronson-Jovcevski, (via phone), Barbara Jarzyniecki (via phone), Pam Kissel, Erin Duffy Kruss, Suzanne Johnston, Kristin Lowe, Laura Norris, LaQuanna Sparkman (via phone), Jennifer Weinstein (Several Members of the Board left the meeting prior to adjournment)

Absent: Chuck Falcon, Julia Green, Carolyn Vacca, Belimar Velazquez

Staff: Sanyah Pelrah, Assistant Principal, Roberta McNinnis, Director of Operations

Foundation Present: Lauri Bonnell, Director of Development

- I. **Call to Order:** Laura Norris called the meeting to order at 8:10 am.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:**

Norris stated that a Deficiency Notice was received by the State Education Department. YWCP was cited for academic performance as a result of last year's 7th and 8th grade assessments and other target areas of concern. Norris stated that a report is required as to the specific actions taken to improve performance and enrollment of targeted populations. She added that Principal Zelazny is already addressing this through the strategic plan focusing on academic performance in grades 7-9. The State requires a written report (Corrective Action Plan) due March 2, 2020.

- IV. **Public speakers:** Jarzyniecki stated that no speakers signed up to speak to the Board
- V. **Approval of the December 6, 2019 and January 3, 2020 Board Minutes.** Norris

Norris postponed the vote on the minutes given that there was not a quorum present. Norris did point out a revision to the Resolution pertaining to tuition reimbursement approved at the January Meeting and posted on the Google Shared Drive.

- VI. **Executive Report:** Norris (Report filed in Shared Drive prior to meeting)

1) Strategic Plan Update

Norris reported that several meetings have taken place to finalize the 3 Year Strategic Plan with BKL, Principal Zelazny and the Executive Committee. She stated that the Plan is primarily focused on the term of YWCP's most recent three year Charter Renewal. The top priorities identified are based on the areas that were identified as "approaching" in the Charter Renewal (Benchmark 1: Student Performance; Benchmark 2: Teaching and Learning; Benchmark 9: Enrollment, Recruitment & Retention) directly related to Academic Performance. Specific goals and actions with targets are included within the plan, especially the focus on grades 7-9. She added that concentrating on these priorities does not mean that YWCP is not attending to other aspects of the school performance, and the school is committed to achieving success on all

benchmarks, as well as, student college-readiness with the ultimate goal of graduating and totally prepared to enter a 4 year college.

Jennifer Weinstein asked “what evidence does the school document that shows the improvement of academic performance for students entering into the 7th grade and are there other school success models?”

Norris responded highlighting the Principal’s monthly reports that includes performance data showing evidence of students’ movement through the academic levels. She did state that a future goal of the plan is to possibly add a 6th grade. Given Weinstein question, Norris felt that it would be good to look at other models of school success.

2) YWCP Board By-Laws

Norris stated that the Audit (Governance) Committee took on the action item to review the Board By-Laws. She stated that the Executive Committee also reviewed suggested revisions by the attorneys and a revised document will be forwarded to the full Board for approval at the March Board Meeting. She added that the revisions mainly addressed the terms of Office for the Board (Article III: Section 3), authority for signing checks over \$3,000 (Article XI, Section 3), and the Indemnification of Corporate Agents (Article IX).

Jennifer Allen referred to the Code of Ethics and stated that the Executive Committee would be reviewing policy changes.

Norris stated that the Strategic Plan, Board By-Laws and the Code of Ethics will be brought to the full Board for approval and action at the March Meeting. She stated that the Board By-Laws and Code of Ethics documents will not go into effect until the State approval.

3) YWCP Foundation, Next Steps

Norris stated that a meeting with the Foundation Board was held to address the future of the YWCP Foundation. The meeting was facilitated by Deb Hamner (Breakthrough Leadership Group). Discussion focused on the best way the Foundation could partner and support the school. She reported agreements were made to reestablish the Foundation and recruit members, enhance foundation fundraising and friend raising, strengthen relationships with donors and seek additional donors.

Weinstein agreed and talked about the history of the Foundation emphasizing the change in leadership over the past 7 years.

Norris stated that next steps are to develop a documented process for Foundation/school interaction to support friend/fundraising. Norris stated that she is proposing to continue with BKL to facilitate the next meeting.

4) June Board Retreat

Norris reminded the Board that the June meeting is the Annual Board Retreat scheduled for a half day. She asked the Board for agenda items that they may wish to include during the Retreat.

5) Presentation: Board Document Repository

Michael Douglass (IT Systems Administrator) provided the Board with an overview of the Google Drive. He referred to a power point presentation with highlights about the Drive. He explained the access and capacity of the different drives (Shared and personal drives- My Drive). There were questions regarding Committees and membership access in a shared drive. Douglass provided a tutorial on how to upload documents and files to the drives as well as the option to revise documents within the drive. He added that the Google Drive is secure and information is continuously backed up automatically.

Weinstein asked about shared access and the ability to manage sensitive documents.

Norris explained the different options for sharing sensitive documents and the management under a read-only shared drive. She stated that Jarzyniecki is in the process of loading documents from past years labeling various categories for locating certain folders by means of a user friendly system. She stated that the updated Renewal Document recently sent by the State is filed in the shared drive.

6) *Principal Zelazny recognized by the Student Leadership Network*

Norris shared that Principal Zelazny was recently awarded the Ann Tisch Inspire Award which is given to a person each year supporting efforts in the Student Leadership Network Schools. She stated that Principal Zelazny was awarded this prestigious recognition for her inspirational leadership demonstrated every day with the teachers and students. Board members extended their congratulation to the Principal and talked about her continuous and unyielding commitment to YWCP.

Weinstein commented that she believes there should be better communications with the Network and school to support this type of nomination.

VII. *Audit (Governance Committee) Jennifer Allen*

Jennifer Allen distributed a skills assessment survey and asked the Board members to review, add and/or approve their profile. She stated that the overall objective is to use this information to identify any skill gaps on the Board and a tool for succession planning and Board recruitment. She asked that the survey be returned by the end of the next week. Allen stated that 2nd year terms expire for three Board members in 2020 (Laura Norris, Chair; Barbara Jarzyniecki, Board Secretary and Suzanne Johnston, Member of the Performance Evaluation and Education Committee)

Allen stated in line with Board By-Laws, the Board will vote to extend the terms for Norris and Jarzyniecki until the end of June. Norris stated that this may be the case when a member is in a standing position as an officer or Committee chair.

VIII. *Principal's Report: Barbara Zelazny, Principal (absent) Sanyah Perah reported for the Principal*

Benchmark 1: Student Performance

Sanyah Perah, (Assistance Principal, Instruction) presented the class of 2020 cohort and standings toward meeting graduations requirements. Perah stated that there are 61 students with a projected graduation rate of 98%. She added that there is one student listed within this cohort who has not attended school despite extensive intervention with the family, therefore, it will be impossible to reach 100% graduation rate. She added that there are 11 students that are still working hard toward meeting requirements and projected that 82% will receive a Regents Diploma and 13% will receive a Regents with Distinction Diploma. She talked about the State's acceptance of the August Regent results which will be included within the current year's graduation percentage.

Benchmark 2: Teaching and Learning

Perah stated that the January PD focused in using data to drive instruction. Time was spent on preparing for future assessments and the Flex Friday schedules. Teachers were asked to use data to prepare students by using the scholar block time, learning recovery and mindset work. She shared the enthusiasm of the teachers as the BASE Team presented how they have created a tapestry of student supports with focus on academics, attendance and behavior. She added that the sessions continue to highlight the "Experts Among Us" whereby 2 teachers presented how to use EDoctrina to create assessments using data to inform instruction (e.g. data showed how many students missed a certain question).

Benchmark 3: Culture, Climate & Family Engagement

Perah reported that the administration set in place a push for positive feedback for students and staff. Teachers and staff are encouraging each other to point out 'good' work with 'staff shout outs' and each week positive postcard notes are being sent home by all staff members to YWCP students.

Perah continued to highlight various events that took place during the month of January: perfect attendance celebration, field trips to various colleges (Optics students visited the University of Rochester), MCC Dual Enrollment Program and a dance with UPrep Charter School.

Enrollment

She stated that the school continues to work closely with the GoodSchoolsRoc, scheduling open houses and planning to initiate the enrollment planning strategies identified to increase enrollment with more outreach within the community. She stated that a more detailed plan is scheduled to be presented at the March Board meeting.

Weinstein asked if the plan includes using the athletics programs as a point of outreach. Perah stated that that continues to be part of the plan given the success of the athletic programs.

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair (Report filed in shared drive prior to the meeting)

Kissel shared the report from the last meeting. She stated that the Committee received the Curriculum and Instruction Development Calendar, an Assessment Calendar was shared and reviewed, and Scope and Sequence of the Curriculum. In addition, a complete review of the Friday PD sessions was shared.

She talked about the membership of the Committee and added that there are three new members with education backgrounds (Special Education, Middle School Language Teacher and Peer Mediations) that joined the Committee. The Board discussed the need for diversity and ways to reach out to various educators.

Weinstein asked for the school to promote ways to encourage teaching careers for YWCP students. She suggested that it would great to expose students to various teaching careers and try to guide them in the direction of becoming teachers.

Kissel stated that BOCES 1 had a program that encourages teaching careers and she will talk to Principal Zelazny to consider this program.

X. Development Committee Report: Jennifer Weinstein, Chair (Report filed in shared drive prior to the meeting)

Weinstein provided highlights of the February event 'Cool Women, Hot Jobs.' She turned it over the Lauri Bonnell, Director of Development. Bonnell stated that this year there are 16 different career areas (FBI agent, Community Activist, Architecture, Construction, Medical Fields, etc.). She stated that the keynote speaker is Melissa Geska, President and CEO of the US Ceiling Corporation. Bonnell added that the 7th grade students will visit the MCC Downtown Campus and 8th grade students will visit the Rochester Health Workforce Development Center.

XI. Finance Committee: Chuck Falcon, Chair (Financial were filed in the shared drive prior to the meeting) No Report

Allen mentioned that in the past a former Board members provided access to a survey for conducting the Board Self-Assessment. She suggested that the Board consider purchasing rights to a survey tool that is flexible, offers anonymity and analytics. Several Board members agreed.

XII. Scholarship Committee: Erin Duffy Kruss, Chair No Report

XIII. Enrollment, Recruitment, Retention: Belimar Velazquez, Chair No Report

XIV. Climate, Culture, Community/Family Engagement: LaQuanna Sparkman, Chair

Regular Board Meeting: February 7, 2020

LaQuanna Sparkman stated that she and a few Committee members attended the BASE presentation and felt it was extremely informative. She added that the Committee discussed ways that members could support the program, help families to understand the school culture and ways in which families can be more engaged and involved with the school. The Committee discussed ways to seek parent understanding of the school culture and strengths as a way to market the school to other families.

Norris stated that the school is scheduled to conduct a parent survey covering various topics.

XV. School Operations: Roberta McInnis, Director of Operations

Roberta McInnis stated that the financials were uploaded in the shared drive for review. She stated that the school budget is where it should be at this time of the year and added a new document for review.

XVI. Old Business: Norris None

XVII. New Business: Norris None

XVIII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law None

XIX. Adjournment: Next Meeting: Thursday, March 5, 2020 6:30 pm

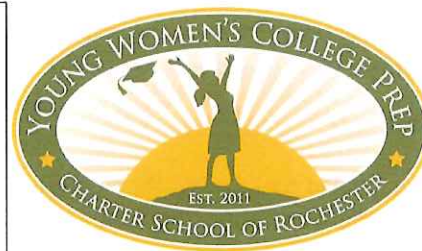
Norris asked for a motion to adjourn the meeting. Kissel advanced the motion and Allen seconded the motion. All agreed. The meeting was adjourned at 9:45 am.

YWCP Board of Trustees Meeting

Date: Thursday, March 5, 2020
Time: 6:30 pm
Location: YWCP, 133 Hoover Street

*Minutes officially approved on
April 3, 2020*

*Respectfully submitted,
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen (via phone and video conference), Jennifer Aronson-Jovcefski (via phone), Chuck Falcon, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Julia Green, Laura Norris, Jennifer Weinstein

Absent: Kristin Lowe, Suzanne Johnston, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Counselors: Annie Hasler (High School), Angelica Davis-Bernard (High School), and Katy Geers (Middle School)

Foundation Present: Director of Development: Lauri Bonnell

- I. **Call to Order:** Laura Norris called the meeting to order at 6:37 pm.
- II. **Roll Call:** Jarzyniecki proceeded to the roll call determining Board Member attendance.
- III. **Communications to the Board:** No Communications.
- IV. **Public speakers:** Jarzyniecki stated that no speakers signed up to speak to the Board
- V. **Adjustment in Meeting Agenda:** Laura Norris

Norris proposed a change in the agenda – the Principal's report moved to allow staff present the College and Career Readiness Program. All agreed.

Principal Zelazny began by introducing the YWCP Counselors: Annie Hasler, Angelica Davis-Bernard and Katy Geers.

The Counselors provided a grade-by-grade comprehensive report on the College and Career Readiness Program. Annie Hasler began and stated that all grades attend at least two college visits per year. Counselors plan for the visits (grades 7-12) representing two year, four-year and private and public colleges within Rochester and surrounding areas. She provided a list of additional opportunities: exposure to careers in construction, health, finance, leadership, career counseling, job shadowing, sports, etc. She mentioned that women in various careers throughout Rochester mentor students. Board members commented that students are exposed to careers through the 'Cool Women, Hot Jobs' Program.

Principal Zelazny added that the school is connecting students to the Optics Program at the Rochester Institute of Technology and the Pharmacy Program at the University of Rochester.

7th Grade

Katy Geer provided information on the activities for 7th grade students. Students receive a College and Career Readiness Template highlighting the journey toward graduation and college readiness. She stated that in early Fall, 7th grade students participate in academic and restorative circles to build teacher/student relationships. Following an introduction to the National Honor Society (NHS), a new partnership was formed whereby NHS Seniors push-in to 7th grade classes (weekly) focusing on school climate and culture (respect, diversity and bullying). She stated that they use a specific

Regular Board Meeting: March 5, 2020

career assessment tool, the Holland Code, a system to identify student interest with specific questions and introducing various careers and future plan for visiting colleges and universities.

8th Grade

Geer stated that during the 8th grade, NYS Regents Preparation takes place as counselors work with teachers and struggling students, involving family while building intervention plans. She added that the NHS Seniors work with the students on various topics, in particular bullying, and the 8 go 9 transition from middle to high school. She stated that using the 7-9 articulation, the middle school grades are important to build the academic foundation for entering high school (grade 9). The Holland Code is continued in the 8th grade providing students with an approach to different careers and planning.

9th Grade

Angelica Davis-Bernard complemented the work that takes place in the 7th and 8th grade to prepare students for the transition to 9th grade. She referred to the YWCP College and Career Readiness Template for grades 7-12. She stated that in the 9th grade, freshmen begin with building circles with the 'Big Sisters'. This is a way for students to share feelings and concerns about entering high school easing the transition and building a foundation. She stated that the seniors are there to share perspective and offer advice. The roadmap is created for students as part of the curriculum (aligned with the NYS Standards) focusing on respect and social emotional learning, which is important as a foundation for the academic and development of students. Protocols within the classroom cover the 3 behaviors: Be mindful, respectful and responsible. She stated students are exposed to the "Griffin Pride Academy" and Mental Health Presentations with Samantha Coleman from TIG Consortium. She stated that the Consortium includes other districts whereby students express feelings about mental health, common myths and learn strategies to cope breaking down the stigma of mental health. She stated that career planning profiles continue to be developed identifying possible career paths in relations to majors that colleges offer, review of transcripts takes place, information regarding the financial aid process is available, and college research identifying factors to assist in making good decisions.

10th Grade

Hasler referred back to the roadmap where students focus on credentials during class visits: transcripts, GPA, SAT scores, extracurricular activities and differences between types of postsecondary institutions. She stated that students participate in academic circles to compare and contrast transcripts. She stated that students are exposed to the difference between 2 and 4 year colleges, as well as private and public colleges. Preparation for the SAT begins in 10th grade and students take the PSAT in October.

11th Grade

Davis-Bernard pointed out the uniqueness of the college and career readiness program. She stated that students visit at least 12 colleges between 7-11 grades as well as have the opportunity to participate in a College Day. She stated that during the College Day (planned for May), students participate in the review of transcripts, review of PSAT scores and identify growth, weaknesses and strengths, compare PSAT scores and GPA against admission criteria, participate in mock interviews and essay writing and take a mock drive through the college process. In addition, students critique various schools and continue the online activity with Holland Code. She stated that another excellent opportunity for the students is to meet with college representatives during the College Day.

She stated that the SAT test is scheduled for April 28 on the school premises.

12th Grade

Hasler referred to the 2019-2020 YWCP Senior Class Calendar which offers a monthly view of what needs to happen to prepare for graduation and steps taken in college process earlier in the school year. She talked about the success with college representatives visiting the school and students visiting various colleges. Both Hasler and Davis-Bernard talked

Regular Board Meeting: March 5, 2020

about the Senior Boot Camp with members from the Student Leadership Network. During this year, students complete their Senior Year Questionnaire, review and go over the information regarding the FAFSA participating in a workshop with the Rochester College Access Network and college applications are written to colleges listed from student profiles. Student register for the SAT, and as a recommendation from the Network, the SAT test is scheduled at the school for free. Davis reviewed and highlighted the colleges that have instant admissions. Hasler identified the unique opportunities offered to the students from when they enter YWCP: college visits in 7th-12th grade, college representatives visiting the school, workshops held at the school on FAFSA information, summer programs and partnerships with colleges offering experiences in different majors. They talked about the issues with filling out the FAFSA forms given certain family situations.

Davis-Bernard provided updates on the Senior Class:

50% of the seniors has completed the FAFSA

45% of the seniors who applied to a four-year college

29% of the seniors have applied to a two-year college

16% of the seniors are undecided

7% of the seniors are considering going into the military

3% of the seniors considering REOC or technical program

Jennifer Weinstein asked if there is a plan in place to provide guidance for the students who are undecided, graduated and will the students still receive support from the Counselors.

Principal Zelazny stated that there is no process in place, but Counselors are still in contact with the students after graduation

Davis-Bernard stated that select students have received acceptance letters: RIT, University of Buffalo, Allegany College, and St. John Fisher. Letters will be posted on the school's main bulletin board.

VI. Approval of the December 6, 2019, January 3, 2020 and February 7, 2020 Board Minutes. Norris

Norris called for a motion to approve Board minutes from the **December 6, 2019, January 3, 2020 and February 7, 2020** Board Meetings. Pam Kissel advanced the motion and Erin Duffy Kruss seconded the motion. Laura Norris and Jennifer Allen suggested revisions to the minutes distributed prior to the meeting. All agreed to accept the revisions and minutes. The minutes were approved unanimously.

VII. Executive Report: Norris (Report filed on drive prior to meeting)

- 1) *Vote to accept 2nd Terms for Jennifer Allen (expired first terms 12/2019, Jennifer Weinstein (expired first terms 1/2020)*

Norris stated that several items require a vote. She proceeded to ask for a motion to accept the second 3 year term for Jennifer Allen (expired first term 12/2019) and Jennifer Weinstein (expired first term 1/2020). Jarzyniecki advanced a motion, Pam Kissel seconded the motion. All agreed. Motion approved.

- 2) *Vote to extend Terms of Laura Norris and Barbara Jarzyniecki to June 2020*

Norris explained that her second term and Jarzyniecki's second term expire in May 2020. She referred to the Board By-Laws and the extension of terms for officer positions when necessary to the end of the school year. Norris turned the meeting over to Jennifer Allen, Vice Chair. Allen asked for a motion to extend the Terms of Laura Norris and Barbara Jarzyniecki to June 2020. Kissel advanced the motion, Allen seconded the motion. All agreed. Motion approved.

- 3) *YWCP Deficiency Notice and Corrective Action Plan (due March 2, 2020)*

Regular Board Meeting: March 5, 2020

Norris referred this item to Principal Zelazny. Principal Zelazny stated that she is working with Ms. Vicki Smith, NYS Charter School representative regarding inaccuracies within the Notice. She stated that she agrees with the academic performance report and is verifying data. She is working with Ms. Smith to complete the school's response.

4) *Discussion, Action and Vote: (All documents sent prior to the meeting to the Board for review)*

a. *Strategic Plan –*

Norris referred to the Charter School Framework and the most recent three year Renewal. She stated that the development of the plan was a team effort working with the Principal, Breakthrough Leadership Group and the Board. She stated that the Plan is primarily focused on priorities in areas identified as “approaching” in the latest Charter Renewal (*Benchmark 1: Student Performance; Benchmark 2: Teaching and Learning; Benchmark 9: Enrollment, Recruitment & Retention*) and directly related to Academic Performance. Specific goals and actions with targets are included within the plan, especially the academic focus for grades 7-9. She asked the Board whether they had any questions.

Kissel felt it was important to build a yearly calendar for continuous reports and updates on the progress and targets identified within the Plan.

Norris asked for a motion to adopt the Three Year Strategic Plan. Julia Green advanced the motion and Jennifer Weinstein seconded the motion. All agreed. The Strategic Plan was adopted unanimously.

b. *Board By-Laws (Julia, Erin)*

Norris stated that the review of the Board By-Laws has been ongoing with Attorneys working with the Audit Committee. She added that the revisions mainly addressed the terms of Office for the Board (Article III: Section 3), authority for signing checks over \$3,000 (Article XI, Section 3), and the Indemnification of Corporate Agents (Article IX). Norris asked for a motion to adopt the changes to the YWCP Board By-Laws. Green advanced the motion, Duffy Kruss seconded the motion. All agreed and Board By-Laws were adopted unanimously.

c. *Code of Ethics*

Norris proceeded to call for a motion to adopt the revised Code of Ethics Policy. Allen advanced the motion, Kissel seconded the motion. All agreed. The Code of Ethics Policy was adopted unanimously.

Norris informed the Board that both the Board By-Laws and Code of Ethics Policy will be sent to the NYS Charter School Office in accordance with its guidelines for final approval.

5) *Breakthrough Leadership Group Proposal to continue work with Foundation and School (\$3,000)*

Norris stated that to continue the work with the school and Foundation, she is asking for the Board's support. Norris stated that she has checked the YWCP Budget with the Director of Operations. Norris asked for a motion to continue the work with the Breakthrough Leadership Group at an amount not to exceed \$3,000. Jarzyniecki advanced the motion, Kissel seconded the motion. All agreed. The motion was approved.

VIII. Audit (Governance Committee) Jennifer Allen Report included with items listed above.

IX. Principal's Report: Barbara Zelazny, Principal (Report added to drive prior to meeting)

1) *Benchmark Alignment Report (College and Career Readiness was presented at the beginning of the meeting)*

Principal Zelazny and Roberta McInnis provided the Board with a look at how the school is handling the response to the coronavirus. She stated that a letter was sent home to families using a template from the New York State Department of Health. The same letter and additional resources are posted on the website. Hand sanitizer, wipes and tissues have been ordered. She stated that there are reviews in morning announcements about the flu and cold protocols, and hand washing. Flyers are distributed and posted and work continues with landlords to increase the cleaning protocols.

X. Performance Evaluation, Education Committee: Pam Kissel, Chair

Kissel stated that there is no report and the Committee is meeting on March 17, 2020.

XI. Development Report: Jennifer Weinstein, Chair

Jennifer Weinstein provided an overview of the 'Cool Women, Hot Jobs' event that took place on February 28, 2020. She asked Lauri Bonnell to continue with updates for the Board. Bonnell stated that as a result there are many connections and opportunities to work with speakers from various career fields. She stated that there were 31 speakers from 15 career fields. She noted that 20 students were invited to tour the Monroe County Crime Lab on March 11, 2020 and various careers associated with the Lab's work. All were impressed with the presentation from the representative from the FBI Academy.

Green (one of the 'Cool Women') stated that the event was rewarding and highly encouraged Board members to participate. She noted the variety of interests, combined with the work of the counselors could chart a definite course for the students to consider as future options for school and careers.

Bonnell stated that she will upload the evaluations from the participants and students to the drive. Norris asked Bonnell to share the student evaluations with the Counselors.

XII. Finance Committee: Chuck Falcon, Chair

Chuck Falcon stated that the updated forecast shows promise. He stated that the Budget forecast previously projected a loss of \$40,000. Today, the forecast is projecting a \$20,000 surplus due to managing expenses and the receipt of additional grant funding.

XIII. Scholarship Committee: Erin Duffy Kruss, Chair

Duffy Kruss stated that the Summers Foundation continues to support students with financial gaps and looks forward to future students.

XIV. Enrollment, Recruitment, Retention: Belimar Velazquez, Chair No Report

XV. Climate, Culture, Community/Family Engagement Comte: L. Sparkman, Chair No Report

XVI. School Operations: Roberta McInnis, Director of Operations

McInnis stated that she working on next year's budget, meeting with landlords discussing the lease and school issues around the maintenance of the building. She mentioned that other schools employ custodial services and this is an option to look into for the future.

XVII. Old Business: Norris None

XVIII. New Business: Norris None

XIX. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law None

XX. Adjournment: Next Meeting: Friday, April 3, 2020 8:00 am

Norris asked for a motion to adjourn the meeting. Kissel advanced the motion, Allen seconded the motion. All agreed. The meeting was adjourned at 8:15 pm.

YWCP Board of Trustees Meeting

Date: Thursday, April 3, 2020

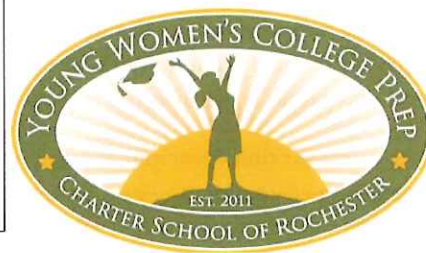
Time: 8:00 am

Location:

Zoom Conference Due to the Corona Virus

Aligned with State Education & CDC Guidelines

Minutes officially approved
at the May 1, 2020 Board
Meeting
Respectfully submitted,
Barbara Jarzyniecki, Board
Secretary



MINUTES

Board of Trustees Present: Video Participants: Jennifer Allen, Chuck Falcon, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Julia Green, Laura Norris, LaQuanna Sparkman, Jennifer Weinstein,
Phone Participants: Carolyn Vacca, Belimar Velazquez

Absent: Jennifer Aronson-Jovceviski, Kristin Lowe, Suzanne Johnston

Staff: Barbara Zelazny, Principal; Roberta McNinnis, Director of Operations

Foundation: Lauri Bonnell, Director of Development

I. Call to Order: Laura Norris, Chair

Norris called the meeting to order at 8:05 a.m. (Meeting held via Zoom Conference)

II. Roll Call: Jarzyniecki proceeded to the roll call determining Board Member attendance.

III. Communications to the Board: No Communications.

IV. Public speakers: Jarzyniecki stated that no speakers signed up to speak to the Board

V. Approval of the March 5, 2020 Board Minutes. Norris

Norris called for a motion to accept the minutes from the March 5, 2020 Board Meeting. Jennifer Allen advanced the motion and LaQuanna Sparkman seconded the motion. Jarzyniecki proceeded with a roll call vote.

Yays: Jennifer Allen, Chuck Falcon, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Julia Green, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Nays: None

Minutes were adopted unanimously.

VI. Executive Report: Norris (Report filed on Google drive prior to meeting)

Norris stated that she, along with Principal Zelazny, participated in a Webinar with the New York State Charter School Association, New York State Charter School Office, NYSED and SUNY regarding the COVID-19 Response as it pertained to the school closing and meeting protocols. She stated that the school was closed on March 16 and it is expected to be closed until April 15 due to the Pandemic. She added that the Federal Government, New York State Government and Education Department and our school are working to address this unprecedented situation as it stands today. Norris stated that there are many unknowns at this time. She did inform the Board that there is an Executive Order to waive the

Regular Board Meeting: April 3, 2020

180-day requirement for the mandated school closure across the State. Regarding our future meetings, the Board is allowed to meet via telephone or video conference as long as the meeting is recorded and transcribed and notification of and ways to join the meeting is publicly announced through various sources.

Norris stated that Principal Zelazny will provide a comprehensive look into how YWCP is engaging students and providing education and enrichment. She commended Principal Zelazny for quickly developing a response plan that provided access to Chromebooks for instruction and support for the students during this time.

Mid-Term Review

Regardless of the situation, there is a schedule for a mid-term review following the recent renewal and meeting with NYSED Charter School Office. She stated that preparation has begun and documents, including the recently adopted Strategic Plan was forwarded prior to the review.

Breakthrough Leadership Group

Norris stated that work continues to develop a documented process for the Foundation/School interaction to support friend/fundraising.

June Board Retreat

Norris asked the Board to mark calendars for the June Board Retreat, June 5, 2020, from 8-Noon. She asked the Board for suggestions to include on the agenda.

VII. Audit (Governance Committee) Jennifer Allen

Allen reviewed highlights of the report submitted in the Google Drive. She stated that the Board has reviewed and approved policy changes (By-Laws, Code of Ethics) which will be sent to the NYS Charter School Office for final approval. She provided actions and calendar items for May through July. Allen referred to the Board Self-Assessment Survey and reviewed five items in the developing stage: parental partnership, Board/School faculty regular interaction, strategic goals and plans, orientation and Board recruitment and demographic make-up. She stated that the Board will take the survey in May and results will be presented at the June Board Meeting.

Allen spoke about the fast approaching Board recruitment season and the need to diversify the Board while filling the existing and future skill gaps. She asked to board to propose qualified candidates that meet the criteria to add diversity to the Board. She stated that the plan is to submit candidates to the Executive (Nominations) Committee, approve new candidates at the June Board Retreat meeting and host the Board Orientation in July with participation of all Board Members.

Allen added that nominations for Board Officers will take place in May and elections at the June Board Meeting.

VIII. Principal's Report: Barbara Zelazny, Principal (Report filed prior to meeting)

1) School Closure Update

Principal Zelazny referred to the documents addressing closure procedures uploaded on the Google Drive. She reiterated the conversation with the NYS Education Department and the NYS Charter School Office. She talked about the waiver to eliminate the standardized testing in ELA and Math for grades 3-8. She stated that there was no word regarding Regents Exams. Regardless, she stated that aligned with the Strategic Plan, instruction and student support will continue. She complimented her staff for the immediate response to the school closure, initiating steps to ensure students receive chrome books in an effort to stay engaged with continuous instruction and support. She provided a highlight of the plan during the school closure:

- 1) A system to record office hours, students attendance, assignments and feedback to students was developed
- 2) Advisors hold a conference with advisory students every other day
- 3) There is a question of the day along with responses

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- 4) Links to videos/lessons will be part of Google Classroom, including resources in all content areas
- 5) Academic support for parents is available along with information re: Google Classroom and expectations for their children.
- 6) Teachers are available with set hours to provide academic and emotional support for students

Principal Zelazny stated that there is a plan in place to continue learning recovery so that students earn course credit. By managing in phases, promoting a virtual agenda, teachers reaching out to support one and other using Google Classroom, updating lessons daily in all content areas, identifying expectations for students and staff, responses to social emotional matters with set hours for teacher availability, the continuity of development and learning takes place in a non-traditional way for students and staff. Principal Zelazny stated that a student survey is in the works and on a daily basis staff are evaluating what is working and not working with decisions of how to move to the next level of support. She stressed the need for a shared decision making model with embedded professional development, collecting data and reviewing various trends by the school closure committee.

Principal Zelazny added that she informed students that creative thoughts to plan a graduation in the future is in the works.

Principal Zelazny and Roberta McInnis responded to Board members questions regarding the employment of non-teaching staff and impact on revenue. Principal Zelazny assured Board Members that at this time there is no impact of revenue and non-teaching staff are working on various projects to assist teachers and administrators during this crisis.

Board members expressed appreciation for the Principal's leadership and that of all of the staff working tirelessly to ensure students continue to learn and are supported.

Enrollment

Principal Zelazny stated that a lottery took place, student recruitment is ongoing and there are positive trends in all grade levels. She added that, in regards to staff diversity, there is a project to increase diversity in the teaching pipeline. She stated that it was possible to hire two home/ school assistants with connections to students living in the City putting more mirrors in front of the students.

IX. Performance Evaluation, Education Committee: Pam Kissel, Chair

Kissel stated the Committee is scheduled to meet with Principal Zelazny this month. She expressed the importance of recruiting candidates and leadership transition for the Committee highlighting that her term with the Board expires in June 2021. She asked the Board bring forth candidates that meet the criteria (diversity, educational background). She complimented the Principal and staff during this time of uncertainty and the absence of the social connection is profound.

Principal Zelazny stated that the essential question is how we extend learning on-line, support the social emotional development and keep the students engaged. Kissel stated that the instructional teams use of the Google Classroom is providing the monitoring of instruction and support through various lessons as the tool to communicate with the students.

X. Development Report: Jennifer Weinstein, Chair

Jennifer Weinstein stated that programs and related fundraising events are now on hold given the current situation. She asked Lauri Bonnell for an update. Bonnell stated that she sent a message to Jenny Vossler (former Board of Trustee Treasurer) and expressed appreciation for the gift of the Chromebooks for all students. She wanted her to know how important the gift was to the school. She stated that planning for the Fall is underway including the Leadership Breakfast. She asked the Board for suggestions for honorees, especially the need to honor individuals that have stepped up to help others during this time of uncertainty. She stated that her plan is to focus on grant writing, reach out to the Counselors to determine student need for supplies as they move into college dorms and connect with donors.

Regular Board Meeting: April 3, 2020

Norris commented that there may need to be virtual events in the future as an option to fundraising.

XI. Finance Committee: *Chuck Falcon, Chair (Financials were uploaded on the Google Drive prior to the meeting)*

Chuck Falcon stated that there is good news from a financial perspective with no impact on this year's budget. He stated that there should be a surplus and the Committee is taking this month to work on next year's budget (FY2020-2021)

XII. Scholarship Committee: *Erin Duffy Kruss, Chair*

Erin Duffy Kruss stated that the plan is to follow up with the students for final grades (approaching) as the year comes to an end. She will connect with Principal Zelazny and Counselors for names of graduating students meeting criteria established by the Summers Foundation for assistance with scholarships.

Both Norris and Allen stated that it would be valuable to include an YWCP former student as a Board of Trustee. Vacca stated that the leadership of a graduate on the Board would foster the development of an Alumnae Group.

XIII. Enrollment, Recruitment, Retention: *Belimar Velazquez, Chair No Report*

XIV. Climate, Culture, Community/Family Engagement Comte: *L. Sparkman, Chair No Report*

LaQuanna Sparkman inquired about the status of employment of school staff who are not teachers or administrators. Principal Zelazny stated that staff are working with various responsibilities and there are no lay-offs.

She added that a Student Liaison to the Board connected to the Student Government Council would provide a leadership opportunity for a student as well as the Board's connection to the student-body. All agreed.

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

Roberta McInnis stated that all staff have been retained and the school is in a good position. She added that with the Chromebooks in place, there has not been a need for additional resources that incur an expense at this time. She stated that she is working with the Finance Committee developing next year's budget.

Falcon mentioned that he plans to recognize Jenny Vossler at the next Finance Committee Meeting for her donation that supported the purchase of chrome books for all of the students.

XVI. Old Business: *Norris None*

XVII. New Business: *Norris None*

XVIII. Adjourn to Executive Session: *Personnel Matters, Other within regulations of Open Meeting Law*

XIX. Adjournment: *Next Meeting: Friday, May 1, 2020 8:00 am*

Norris asked for a motion to adjourn the meeting. Kissel advanced the motion, Julia Green seconded the motion. All agreed. Jarzyniecki took a roll call vote.

Yays: Jennifer Allen, Chuck Falcon, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Julia Green, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Nays: None

The meeting was adjourned at 9:37 am.

Regular Board Meeting: April 3, 2020

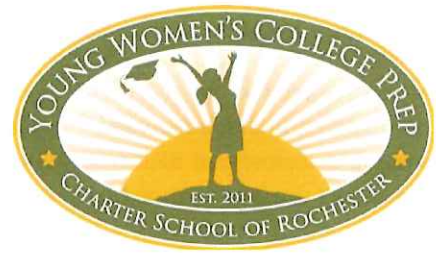
YWCP Board of Trustees Meeting

Date: Friday, May 1, 2020
Time: 8:00 am
Location: YWCP Zoom Meeting

Minutes officially approved at the June 5
Board Meeting.

Respectfully Submitted:

Barbara Jarzyniecki, Board Secretary



MINUTES

Board of Trustees Present: (Zoom Conference Participants) Jennifer Allen, Chuck Falcon, Julia Green, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Laura Norris, Jennifer Aronson-Jovceviski (exited during the meeting for business reasons), LaQuanna Sparkman. Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Absent: None

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations, Jessica Lindsay, Assistant to the Principal

Foundation: Lauri Bonnell, Director of Development

I. Call to Order: Laura Norris, Chair

Norris called the meeting to order at 8:05 a.m. (Meeting held via Zoom Conference)

II. Roll Call: Jarzyniecki proceeded to the roll call determining Board Member attendance.

III. Communications to the Board: No Communications.

IV. Public speakers: Jarzyniecki stated that no speakers signed up to speak to the Board

V. Loss of a Board Member

Norris stated that before we continue with Board Business, she asked the Board to take a moment of silence to honor and respect Board Member Suzanne Johnston for her dedication and commitment to YWCP staff and students and the incredible generous life she lived in the world of education.

VI. Approval of the April 3, 2020 Board Minutes. Norris

Norris called for a motion to accept the minutes from the April 3, 2020 Board Meeting. She noted that she reviewed the minutes and made non-altering revisions. Pam Kissel advanced the motion and Jennifer Allen seconded the motion. Jarzyniecki proceeded with a roll call vote.

Yays: Jennifer Allen, Chuck Falcon, Jennifer Aronson-Jovceviski Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Julia Green, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein and (Barbara Jarzyniecki) votes I.

Nays: None

Minutes were adopted unanimously.

VII. Executive Report: Norris (Report filed on Google drive prior to meeting)

Norris began by reviewing Board calendar items for May and June. Norris stated that due to COVID-19, the school is closed at least until the middle of May. She commented on and commended the work of the Principal and staff to keep students engaged and supported using a variety of different teaching methods.

Regular Board Meeting: May 1, 2020

Work with Breakthrough Leadership Group (BKL)

Norris referred to the grant with the Farash Foundation. She mentioned the September 2019 survey the Board participated in that addressed the effectiveness of the Board in meeting specific criteria. She stated that the grant is coming to a close and BKL would like to re-administer the survey prior to the Board Retreat. BKL will be participating as presenters during the June Board Retreat.

Norris referred to an Executive Committee and Principal conversation regarding the Board's role in governance and oversight in the school and the Principal's leadership role. She stated that since we know our roles, we have a vested interest and responsibility to understand the needs of faculty and staff. She stated that the best way is to administer a staff survey with a degree of openness by a third party to provide the Board with information that will define its work in supporting the school. She stated that the cost of developing and administering the survey is \$1,500. Norris asked for any questions.

LaQuanna Sparkman commented that her Committee would truly benefit from the survey results. She asked if the Board would have access to the survey in reoccurring years. Norris stated that the Board would own the survey tool.

Pam Kissel stated that timing is important and it would be ideal to administer the survey before the end of the school year.

Carolyn Vacca stated that she would request a segment that specifically deals with the transitioning capacity and how the faculty felt about interactions, this would assist the Board with feedback and knowing if the staff needs additional support.

Kristin Lowe asked if BKL have worked with other charter schools to compare results. Norris stated that BKL does work with other Charter Schools and it would be interesting to pursue this with BKL.

Norris stated that the survey results would address the areas that need improvement, give faculty and staff the opportunity to respond more freely and the Board would count on the school administration to provide recommendations. She explained that BKL will analyze the results of the survey and will not be making recommendations. It was recommended that this become a part of the annual process.

Principal Zelazny agreed that it would be up to the school to make the recommendations.

Norris agreed with the points presented and proceeded with a motion and roll call vote.

Norris called for a motion to approve the additional work with Breakthrough Leadership Group. Jarzyniecki advanced the motion and Pam Kissel seconded the motion. Jarzyniecki proceeded with a roll call vote.

Yays: Jennifer Allen, Chuck Falcon, Jennifer Aronson-Jovceviski Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Julia Green, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein and (Barbara Jarzyniecki) votes I.

Nays: None

Additional Work (not to exceed \$1,500) with Breakthrough Leadership Group was adopted unanimously.

June Retreat

Norris provided an outline of the June Board Retreat. She stated that the business meeting is to address end of the year agenda items that need approval (*FY21 Budget, Board Calendar, Election of Officers, and Nominations of Prospective Board Members*) should take up the first half of the morning. BKL will follow the business meeting with a segment on Board Operations and the wrap-up would involve a Team Building Exercise. Norris asked the Board for ideas for the Team Building Exercise.

Mid-Term Site Review

Norris stated that the school hasn't heard anything regarding the Mid-Term Site Review. She asked the Board to review Board documents, site review reports, Charter School Framework Performance Benchmarks, assessment data received from the school, the strategic plan, and policies and procedures in anticipation of the meeting.

VIII. Audit (Governance Committee) Jennifer Allen, Chair

1) Board's Self-Assessment Survey

Jennifer Allen provided details on the two surveys to be administered in May 2020. She identified the Board's Self-Assessment Survey and a year-end survey with BKL finalizing the work with the Group over the last several months. She asked the Board for 100% participation.

Allen stated that before the Board moves to take the Board survey, several discussions regarding the wording of Questions 17 and 27 and the addition of two questions. She stated that this is the Board's way of reviewing how we are performing in order to continuously improve. She proceeded to explain reasons for making changes in a few of the questions in the Board's self-assessment survey. She stated that in the current survey Question 17 indicates that Board members meet with school faculty, visit the school to and listen to concerns, issues and provide feedback. Over the last three years, the Board reported not meeting this goal, because this is not appropriate as it relates to the Board's responsibility of governance and oversight. The Board is available to the faculty and staff, however, as a matter of course concerns and issues should be raised with the Principal before coming to the Board. She offered a revision to this question.

Q17: Board members are present at school functions (e.g. sport events, award ceremonies, Pep Rally, etc.) and engage with students, parents and staff.

Allen asked the Board for input and stated that a vote will be taken following the explanation of other questions. Members of the Board agreed with the change.

Allen proceeded with a reflection on Q27. The question states *that the board strategically plans to acquire a permanent school site to accommodate school enrollment projects as the school grows into a 7-12 single gender school*. Regarding this question, we have already met the goal of phasing into a 7-12 single gender school and have acquired a site to accommodate the school's full population. She offered a revision to this question.

Q27: The Board strategically plans to meet facility requirements to accommodate the school's needs and enrollment projections.

Members of the Board agreed with the change.

Principal Zelazny added that a future goal in the strategic plan allows for a discussion of a permanent independent site but agrees with the revision to the question.

Norris stated that planning for the future with financial affordability while meeting the needs of the students and staff is the goal.

Norris and Allen explained the importance of adding two additional questions to seek the Board's understanding of the NYSED Charter School Performance Framework. The added questions are listed below.

Q41: Board understands NYSED Charter School Performance Framework and measures of success.

Q42: Board understands NYSED Charter School's assessment of the school's performance against the Performance Framework.

Q43: Board understands NYSED's Charter Site Visit protocols.

Norris asked for a motion to accept changes and additions to the Board's Self-Assessment Survey. Allen advanced a motion, Kissel seconded the motion. Jarzyniecki proceeded to take a roll-call vote.

Regular Board Meeting: May 1, 2020

Yays: Jennifer Allen, Chuck Falcon, Jennifer Aronson-Jovceviski Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Julia Green, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein and (Barbara Jarzyniecki) votes I.

Nays: None

Changes to the Board's Self-Assessment Survey were adopted unanimously.

2) Nominations of Future Board Candidates

Allen stated that this is the time of the year for nominations of new Board Members. She stated that there is an emphasis to seek diverse candidates to reflect the student's majority population. Nominations are open for consideration. She stated that she is hoping that the Board delivers prospective candidates.

Norris asked what skill sets are you looking for in potential candidates. She stated that candidates with an educational background (primarily secondary urban education) is most important. Norris added that there is a need to fill gaps in the financial area as well.

She added that there are volunteers that are interested in supporting the school that would be ideal for Committee membership. Allen asked for nominations from the Board.

3) Nominations of Board Officers

Allen asked the Board to submit nominations of Board Officers to Norris because, as a departing board member she was not eligible for nomination and there would be no conflict of interest. The positions are for Chair, Vice Chair, Secretary and Treasurer. She noted that Norris (Chair) and Jarzyniecki (Secretary) will leave their posts when their terms serving on the Board expire in June 2020. Allen stated that the deadline is May 20, Board Elections will take place on June 5.

IX. Principal's Report: Barbara Zelazny, Principal

1. School Closure Update, Benchmark Alignment Report

Principal Zelazny talked about the strengths of the closure plan and the need to continue to refine the plan in support of teaching and learning. She stated that teachers have implemented a system to reach out to students and families. She stated that the students and teachers are forming bonds, trust and the communications lines are strong in many ways and felt that the closure plan is working. She provided a look into the assignments per week usually posted on Fridays so the students have the entire week to complete each assignment. She stated that all lessons are posted with recorded instructions and live lessons. She added that teachers have office hours that may be adjusted weekly to accommodate planning time, monitor student progress, and respond to student questions as well as the review of lessons.

Principal Zelazny explained that Committees were formed to implement the Closure Plan successfully. The Committees:

- Communications Committee (overarching interpretation/manage of the present obligation directives)
- Tech Committee (support the use of technology for teachers, students and families)
- Data Committee (analysis of rapidly changing data to help guide decision-making)
- Care Committee (develop and implement activities/projects/outreach to help YWCP families stay connected)

She stated that they refined expectations on the amount and length of student assignments, the tracking of the student population and direct support for student organization and weekly schedule. Advisory continues monitoring for health and wellness and student progress. The Data Committee is gathering information, data and recommendations from Committees, student surveys, the Student Parent Outreach Project, and student participation. She complimented the work of the Tech Team for its support to teachers by providing video links posted on YouTube and assistance in the area of utilizing technology to successful teach students online. She stated that the teachers led the Friday professional development session whereby teachers shared best practices on using different media platforms and ways to instruct students.

Regular Board Meeting: May 1, 2020

Principal Zelazny talked extensively about the important role of the Care Committee. She stated that they deal with all the social-emotional issues students are facing during this time. She stated that a sub-committee pays attention to students' health and wellness and Advisory continues but challenging at times due to attendance.

Principal Zelazny referred to a grant in the amount of \$21,000 rewarded to continue work with the Breakthrough Leadership Group allowing her to work on articulating the theory of action and memorializing YWCP principles and practices promoting the mission and vision of the school.

Principal Zelazny stated that she would like the Board's support to provide a formal ceremony for the graduates in the near future. She stated that she does not know how or when an alternative ceremony will take place but is gathering ideas.

Enrollment, Recruitment and Retention

Principal Zelazny introduced Jessica Lindsay, Assistant to the Principal to provide the Board with an update on the enrollment process.

Lindsay provided a comprehensive report on the application/registration process that takes place during the entire year. She stated that the process of enrollment is set in four phrases: applications, lottery, registration and rolling admissions. She provided a snapshot of the extensive data collected from families during the process and the steps taken until registration is complete and the student is enrolled. In tracking how a family hears about the school, she stated that 'word of mouth' was the biggest draw in marketing during the application process. She collects data on applicants, zip codes, previous schools, and referred by information. She stated that there is hand-holding during the registration process continually reaching out to families and supporting the document collection process. Lindsay added that several customer service calls are made to interested families and this information is kept on record as well as why a family declines enrollment.

Lindsay provided the Board with the Marketing Plan and the partnership with GoodSchools Roc. She added that there is a refresh of branding and provided examples. During the campaign, strategies include radio announcements, charter school fairs, postcards, and transit ads, ongoing City events in designated zip codes, family outreach, open houses and marketing at sporting events. In addition, YWCP works with GoodSchools Roc highlighting the school through billboard ads, a selection booklet, online web exposure, TV commercials and targeted events.

Principal Zelazny and Lindsay provided a data update on the number of applicants compared to previous years. She stated that there were 88 applications for the 7th grade and 40 at the 8th grade level with limited seat capacity. At the closure of the applications process there were 131 applications with 115 open seats.

X. Performance Evaluation, Education Committee: Pam Kissel, Chair

Pam Kissel stated that the Committee met on April 21st. She stated that the Committee continues to add members with educational experience and thanked Jennifer Allen for her efforts in seeking additional members for the Committee. At the meeting, there was a presentation regarding the transition to the virtual world for students and staff. She was impressed with the shared decision-making and the connections being made with students and families during this time. She stated that the next meeting is May 18th.

XI. Development Report: Jennifer Weinstein., Chair

Lauri Bonnell provided the report. She stated that the fundraiser (*GivingTuesday*) is taking place on May 5, 2020. She added that this year the campaign is geared toward the purchase of Chromebooks for students. She asked the Board to spread the word on social media and to friends and families.

XI. Finance Committee: *Chuck Falcon, Chair (Monthly Financials for review uploaded in Google Drive prior to the meeting)*

Chuck Falcon stated that the Finance Committee is in the final review of the next year's budget and he will present the budget at the June Board meeting for review and approval.

XII. Scholarship Committee: *Erin Duffy Kruss, Chair*

Erin Duffy Kruss stated that she is collecting the end of the semester grades and consulting with Principal Zelazny for a list of graduates meeting criteria for college scholarships.

XIII. Enrollment, Recruitment, Retention: *Belimar Velazquez, Chair*

Belimar Valazquez stated that she met with Jessica Lindsay on April 23 to review the recruitment and enrollment process as well as marketing strategies, materials and progress. She stated that since 'word of mouth' is most prevalent in marketing the school, the next discussion should focus on the best ideas to enhance the social media presence. She stated that she will be meeting with Lindsay on a regular basis and share updates.

XIV. Climate, Culture, Community/Family Engagement Comte: *L. Sparkman, Chair*

Sparkman stated that she has no official report but continues to communicate with Committee membership with updates on school happenings and programs.

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

Roberta McInnis presented the YWCP Academic School Calendar FY20-21. She stated that while the opening of the school is uncertain for September, it is mandatory to present and approve the calendar for planning purposes. She added that the calendar is aligned with the City and Monroe county school districts in an effort to maintain attendance and be cost effective.

Norris asked for a motion to approve the School Calendar FY20-21. Allen advanced the motion and Kissel seconded the motion. Jarzyniecki proceeded to a roll call vote.

Yays: Jennifer Allen, Chuck Falcon, Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Julia Green, Laura Norris, LaQuanna Sparkman, Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein and (Barbara Jarzyniecki) votes I.

Nays: None

YWCP School Calendar was adopted unanimously.

XVI. Old Business: *Norris*

XVII. New Business: *Norris*

XVIII. Adjourn to Executive Session: *Personnel Matters, Other within regulations of Open Meeting Law*

Norris asked for a motion to enter into an Executive Session to discuss Personnel Matters. Allen advanced the motion and Falcon seconded the motion. All agreed.

Regular Board Meeting: May 1, 2020

Following a brief discussion in Executive Session, Norris asked for a motion to adjourn to the Regular Business Meeting. Allen advanced the motion, Sparkman seconded the motion. All agreed.

Norris asked for a motion to approve the teacher and administrators' salary schedules for the coming school year effective July 1, 2020. She asked for any additional discussion.

McInnis presented both schedules. She stated that the increases are aligned with other charter schools rates and the salaries of Rochester City School District employees. She stated at this time there are many unknowns but there is enough contingency within the budget. She added that teacher contracts are due by the end of May.

Questions were asked regarding the next year's budget to be adopted at the June Board Retreat. Concerns were raised regarding any loss in revenue due to the present situation and future planning.

Falcon stated that the increases are based on assumptions on the current state with additional factors to be further validated. He added that there is a substantial cash balance and the school is in a favorable reserve position which allows some flexibility. McInnis stated that the updated projection of expenses raises the amount in the reserve.

Norris added that given the current state of school closure, expenses are down, increases are market based and the Board recognized the valuable contributions of all staff.

Norris proceeded with a motion. Falcon advanced the motion, and Julia Green seconded the motion. Jarzyniecki proceeded to a roll call vote.

Yays: Jennifer Allen, Chuck Falcon, Julia Green, Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Laura Norris, LaQuanna Sparkman. Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein and I vote I (Barbara Jarzyniecki)

Nays: None

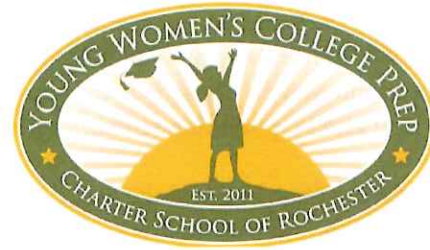
The Salary Schedules for Administrators and Teachers was adopted unanimously.

XIX. Adjournment: Next Meeting: Board Retreat Meeting - Friday, June 5, 2020 8:00 am – Noon

Norris asked for a motion to adjourn the meeting. Kissel advanced a motion and Green seconded the motion. All agreed. The meeting was adjourned at 9:40 am.

YWCP Board of Trustees Board and Retreat Meeting

Date: Friday, June 5, 2020
Time: 8:00 - Noon



*Minutes officially approved
on July 10, 2020
Respectfully submitted:
Jennifer Allen, Board Chair on
behalf of Board Secretary:
Jennifer Aronson-Jovcevski*

REGULAR BUSINESS MEETING MINUTES

Board of Trustees Present: (Zoom Conference Participants) Jennifer Allen, Chuck Falcon, Julia Green, Barbara Jarzyniecki, Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Laura Norris, LaQuanna Sparkman. Carolyn Vacca, Belimar Velazquez, Jennifer Weinstein

Absent: Jennifer Aronson-Jovcevski, LaQuanna Sparkman

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations

Foundation: Lauri Bonnell, Director of Development

8:00 – 9:00 am

I. Call to Order: Laura Norris, Chair

Norris called the meeting to order at 8:05 a.m. (Meeting held via Zoom Conference)

II. Roll Call: Jarzyniecki proceeded to the roll call determining Board Member attendance.

III. Communications to the Board: No Communications.

IV. Public speakers: Jarzyniecki stated that no speakers signed up to speak to the Board

V. Approval of the May 1, 2020 Board Minutes. Norris

Norris called for a motion to accept the minutes from the May 1, 2020 Board Meeting. She noted that she reviewed the minutes and made recommendations to change items pertaining to Board Election of Officers. Jennifer Allen noted that (Questions 43: Board understands NYSED's site visit protocols) should be added to the minutes pertaining to the Board Assessment Tool. Carolyn Vacca advanced the motion and Kristin Lowe seconded the motion. All were in favor. The minutes were adopted unanimously.

VI. Executive Report: Norris

1) Calendar Updates: Adoption of Board Meeting Schedule for 2020-2021

Norris introduced the Board Meeting Schedule for School Year 2020-2021. She stated that the Board meets on the first Friday of every month at 8:00 am, with the exception of the Fridays that fall near a holiday recess and the two meetings held in October and March. These meetings are held on Thursday evenings to encourage and accommodate the community to attend by providing schedule options.

Norris called for a motion to adopt the Board Meeting schedule. Jarzyniecki advanced the motion and Pam Kissel seconded the motion. All were in favor. The Board Schedule of Meetings were adopted unanimously.

2) *Board Retreat Agenda*

Norris reviewed the Agenda for the morning. She stated that the Board's business portion of the meeting will take place the first hour including an Executive Session followed by a team exercise and break. She stated that the business meeting will be adjourned and the Board will move into the Retreat section working with the Breakthrough Leadership Group.

3) *Board Election of Officers*

Norris proceeded with introducing the slate of officers for School Year 2020-2021, effective July 1, 2020. She commented on the individuals and expressed the Board's appreciation for their willingness to serve as Officers. She stated that she is confident that they will fulfill the duties of their prospective office.

Board Officers for 2020-2021, effective July 1, 2020.

Jennifer Allen –	Chair
Julia Green –	Vice Chair
Chuck Falcon –	Treasurer
Jennifer Aronson-Jovcevski –	Board Secretary

Norris asked for any questions. There being none she proceeded to call for a vote. Vacca advanced the motion and Jarzyniecki seconded the motion. All were in favor of the proposed slate. Approval unanimous. Norris congratulated the new Officers.

Norris recognized Jarzyniecki (whose term limit expires on June 30) for her service as Board Secretary for the last six year. Norris added that Carolyn Vacca completed her first term. She called for a motion to approve the second three-year term for Vacca. Kissel advanced the motion, Weinstein seconded the motion. All were in favor. Approved unanimously.

4) *Lease Agreement*

Norris stated that the lease agreement is due for renewal. She explained that there is a proposed amendment to give the school the sole responsibility for maintenance services, especially, in light of the current situation regarding COVID-19 with more requirements for cleaning and sanitizing. In addition, the amount of rent is in discussion. She proceeded to ask for a motion giving any member of the Executive Committee the authorization to negotiate the new lease. Vacca advanced the motion and Kristin Lowe seconded the motion. All were in favor. Approved unanimously.

5) *Mid-Term Site Visit*

Norris commented on the site visit and thanked the Board members for their participation. She felt that the call was very positive and the Board was able to respond clearly to questions presented by the authorizers. Kissel agreed and added that the suggestions received will benefit the school in the future.

Regular Board Business Meeting, Retreat Agenda: June 5, 2020

Board members commented that the video (presented prior to the visit by the Principal) set the positive tone going into the meeting promoting meaningful dialogue.

VII. Audit (Governance Committee) Jennifer Allen

1) Nominations of Potential Candidates for Board Members

Allen introduced the three nominations for potential candidates for Board of Trustees – Nadine Hylton, University of Rochester, Connected Communities and Common Ground Health Co-Principal Investigator and Idonia Owens, Chief of Schools (RSCD) and Melissa Geska, President and CEO of the US Ceiling Corporation. She expressed her excitement about the impressive diverse slate highlighting their knowledge, experience, passion and interest in YWCP.

Norris called for a motion. Allen advanced the motion to accept the three nominations. Lowe seconded the motion. All were in favor. Approved unanimously.

Several Board Members and Principal Zelazny commented on the excellent selections and impressive resumes of the future Board Members. Allen stated that this was a team effort and the selected individuals have a strong interest in supporting the school.

2) Policy Manual

Allen stated that over the course of the last year, the Policy and Procedure's Manual was reviewed by various Committees the Executive Committee and attorneys. She highlighted areas and outlined the steps taken by the Audit (Governance Committee).

- ✓ Bylaws and Code of Ethics discussed and concurred by the Executive Committee and approved by full Board vote (March 2020)
- ✓ Further revisions made to Charter and By-Laws to
 - Make Committee names (Education Committee, Governance Committee, Performance Review Committee) consistent across all documents and
 - Clarify the make-up of the Performance Review Committee (only Board of Trustees) discussed and concurred by the Executive Committee (May 2020)

Norris called for a motion to accept changes, additions to the Policy Manual as presented. Allen advanced the motion, Norris seconded the motion. All were in favor. Revisions of the Policy Manual were adopted unanimously.

3) Board Self-Assessment Results (2020)

Allen presented the results of the Board Assessment Survey. She stated that although progress has been made in several areas, she highlighted the need for continuous improvement. She complimented the Board for a 100% response. She talked about the Board's strengths: School Leadership, Board Meeting Efficiency, Financial Stability, and Board's understanding of the NYSED requirements (new questions). She highlighted the opportunities for improvement: school function engagement, parent and community engagement, trustee orientation, a 3-5 year financial plan and Foundation relationship. Allen stated that there is a need for improvement in these areas. Allen added that the Board will be addressing the areas throughout the year. She plans on developing a calendar for Board member availability to attend several events taken place during the school year. Allen stated Board recruitment will reflect the community served. She plans on establishing checkpoints throughout the year.

Allen informed the Board that the orientation of new Board members is scheduled for July 25. Additional information will be forthcoming.

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VIII. Principal's Report: *Barbara Zelazny, Principal*

(10 minutes)

1) *Benchmark Alignment Report*

Principal Zelazny posted her report on Google Drive. Within the report, she addressed several actions taken aligned with the Performance Benchmarks along with the daily instruction. The report highlighted the following:

- Back to school planning: traditional, partial groups and remote learning
- Participation in a National Diversity Recruitment Virtual Job Fair to continue to draw the very best talent to YWCP
- Enrollment and registration is on schedule despite the present circumstances. 95 open seats and 71 families are working on the registration packet. There is constant communication by phone and email, personal connection with families to support the application process
- Counselors are arranging a circle for students to share opinions and feelings dealing with recent events.

Principal Zelazny referred to the hiring of new employees to support students and families as home school assistants.

2) *Mid-Term Visit*

Principal Zelazny stated that she believed the visit went well. She talked about the video about how YWCP is handling distance learning that was shared with the authorizer prior to the visit, highlighted the systems in place looking at data, the full assessment calendar, professional development for staff and a deck of artifacts highlighting what is taking place instructionally. She complimented the Board for its support. She stated that she has a follow-up conference with Ms. Vickie Smith, Charter Office Liaison.

3) *Upcoming Events*

Principal Zelazny highlighted several events for students. She stated that lawn signs are up and several events are scheduled:

- June 9th – Cap and Gown Pick-up
- June 19th – A trip down memory lane for Seniors
- June 20th – Virtual Commencement Ceremony

She stated that two students wrote a grant (Riley's Way) and were awarded \$2,000 to be used to fund a pizza being sent to every seniors home to enjoy during the "trip down memory lane" Zoom meeting.

Allen asked about the counselors and the increase in the level of anxiety for students today, given the Black Lives Matter protests locally and countrywide.

Principal Zelazny stated that the counselors are planning to have 'a sister talk' where students are invited to participate and share thoughts and feelings. She stated that it is important for counselors to talk with students without making direct statements. Staff are thinking about ways to address the events transpiring throughout the world today.

IX. Performance Evaluation, Education Committee: *Pam Kissel, Chair*

1) *Principal's Evaluation Status*

Kissel provided an update of the Principal's evaluation process. She referred to the change recently made in the By-Laws regarding the who on the Education Committee would participate in the Principal's evaluation process. In light of the addition of non-Trustees to the Education Committee and since the annual evaluation is a personnel matter, preparation

Regular Board Business Meeting, Retreat Agenda: June 5, 2020

of the Principal's evaluation will be limited to only members of Board of Trustees. Kissel stated there was a review followed by discussions focused on the Principal's goals and alignment with the strategic plan and the virtual teaching and learning plan over the last several months. She added that the evaluation will be completed in late July early August according to plan.

Principal Zelazny stated that her assessment of progress and reflections will be submitted aligned with the strategic plan highlighting data comprised of the work over the past year.

X. Finance Committee: *Chuck Falcon, Chair*

1) *Adoption of the Budget for School Year 2020-2021*

Chuck Falcon distributed the Budget for school year (2020-2021) for review prior to the meeting. He stated that the Finance Committee reviewed the Budget at the last two meetings. He stated that the forecast for the rest of this year puts the school in a favorable position with a surplus of over \$300,000. This is as a result of the impact of the virus and lowering expenses in several areas.

Roberta McInnis, Director of Operations stated that the school is looking to use some of the surplus to purchase items needed, for example, the area of technology. Board members suggested a small list of other items to cover within the budget surplus (technology, incentives)

Falcon cautioned the Board when looking at next year's Budget. He stated that the anticipated loss in revenue in some areas and the additional cost related to increases in maintenance and sanitation requirements due to COVID-19, the Board should maintain the surplus at a reasonable level to apply to next year's budget.

He stated the Committee used a key assumption in developing the budget based on the projected enrollment of 400 students. He highlighted the additional expense of \$20,000 contingency relating to COVID-19. Areas such as the software line still need to be worked out with the company, the addition of contracting with the school's maintenance services, pre-pupil funding (may be a 2% reduction, based on estimates from the Northeast Charter School Association), the present negotiations of the school lease and other unknown revenue and expenses, the bottom line for next year is showing a deficit of \$100,000. He added that the challenge for the Finance Committee going forward is identifying the onetime expenses in order to operate at a break-even or surplus for next year.

McInnis added that to reduce expenses, the school is going through the Charter School Network for cleaning supplies and other products. She stated that there is a keen eye on potential grants for technology such as smartboards to help with the distance learning initiative.

Kissel asked about school lunches and options to encourage good nutrition. McInnis stated that she works with the school food supplier throughout the year within State requirements to ensure the students are offered healthy food that they like and will continue to eat at breakfast and lunch. She said that a student survey to obtain their perspective allows the opportunity to make adjustments to the school lunch program. She added with the new regulations (COVID-19), she will set up a meeting with the supplier to discuss serving lunch in the classroom.

Norris asked a motion to adopt the School Budget for 2020-2021. Kissel advanced the motion. Falcon seconded the motion. All were in favor. The School Budget for 2020-2021 was adopted unanimously.

Comments from the Chair

Prior to calling for a motion to enter into Executive Session, Norris made heartfelt comments about her tenure on the Board. She expressed her appreciation for the opportunity to serve over the past six years and for the support received from the Board. She stated that she had learned much during her tenure and that it was most rewarding to witness the students graduating.

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On behalf of the Board, Kissel expressed appreciation for Norris' leadership the last two years as Chair, she commented on her attention to detail, professionalism and sincere interest in YWCP.

XI. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law

Norris called for a motion to enter into Executive Session to discuss Personnel Matters. Jarzyniecki advanced the motion, Green seconded the motion. All were in favor.

There being one action presented for a vote following the discussion in Executive Session, Norris called for a motion to return to regular business. Norris called for a motion to give any member of the Executive Committee the authorization to continue preparing and finalizing Principal's Zelazny's employment contract for official Board approval and a following meeting. Kissel advanced the motion and Green seconded the motion. All were in favor. Authorization adopted unanimously.

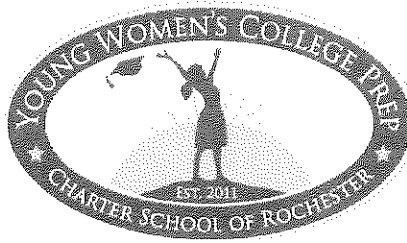
XII. Adjournment: Next Meeting: Friday, July 10, 2020 8:00 am

Norris asked for a motion to adjourn the meeting. Jarzyniecki advanced the motion, Allen seconded the motion. All were in favor. The meeting was adjourned at 10:10 am

BOARD RETREAT AGENDA

10:00 – Noon

During this portion of the Retreat, members of the Board worked together with Deb Hanmer, Facilitator, Breakthrough Leadership Group. First on the agenda, Hanmer went through the results of the 2020 Board Survey in comparison with the survey administered in 2018. The Board engaged in a series of discussion re: best practices: distinction between governance and management, Member accountability, meeting preparation, Committee work and reporting as well as a standard process for Board Member Recruitment. Sample of a Committee report was presented to assist Committee Chairs.



YWCP BOARD OF TRUSTEES MEETING

Date: Friday, July 10, 2020

Time: 8:00 a.m. to 9:30 a.m.

Zoom Videoconference

REGULAR BUSINESS MEETING MINUTES (JULY 10, 2020)

Board of Trustees Present: Jennifer Allen, Julia Green, LaQuanna Sparkman, Chuck Falcon, Jennifer Weinstein, Pam Kissel (all by Zoom videoconference)

Absent: Belimar Velazquez, Erin Duffy Kruss, Kristin Lowe, Jennifer Aronson-Jovceviski, Carolyn Vacca

Staff: Barbara Zelazny, Principal; Roberta McInnis, Director of Operations

Foundation: Lauri Bonnell, Director of Development

Non-board Members Present: Idonia Owens, Melissa Geska, Nadine Hylton (all pending admission to board membership)

I. Call to Order (Allen, Chair)

Allen called the meeting to order at approximately 8:15 a.m.

II. Roll Call (Green): Green proceeded to conduct roll call to determine board member attendance

III. Communications to the Board: None

IV. Public speakers: No public speakers identified for the Board. Allen welcomed the attendees whose board membership applications are pending.

V. Chair Report (Allen)

Allen has not yet met with the Executive Committee, but has submitted a report as part of pre-meeting submissions. Allen highlighted a couple of things to focus on in report:

- 7/25/20 is new board member orientation; all board members expected/invited to attend

- Board orientation will include a focus on what we might do a little bit better with committee reports; Allen has uploaded a “Committees 2.0 document” to Google drive. Allen is requesting that committee chairs upload to Google drive their materials for the board meeting one week prior to the meeting.

The deadline for the school’s annual report to the State Education Department is 8/1/20. If you have yet to complete and send McInnis your Financial Disclosure forms, please do so as soon as possible.

Allen reminded everyone that policy manual review has been ongoing for a year with several portions having been reviewed, approved, voted on, and ready for submission to SED. There is a small sub-team looking at redlining the current manual. Ultimately, a full version will be provided for board review and approval.

Allen reported that the YWCP graduation ceremonies were very well executed and gave huge thanks to Principal Zelazny and her team. Allen remarked that it was a true celebration; parents were joyful as graduates walked the stage. It was truly amazing. You should watch the videos on the YouTube channel if you haven’t yet.

No further information on school reopening from Governor Cuomo, but Principal Zelazny may be sharing information in today’s report to the board.

Allen noted that updates on the Foundation will be forthcoming as well, as we get closer to defining where things stand with the Foundation’s plans.

New this year: faculty and staff survey was deployed, responses returned, and analysis of responses is under way.

Allen noted she was going to digress from the script slightly to thank the board for the vote of confidence by electing her as board chair. Allen assured all those present that she is committed to furthering YWCP’s mission. Allen intends to work collaboratively and—where there are different perspectives—she will want to learn more about other’s positions. The parents of YWCP students are counting on us as board members. Let’s continue to make YWCP ever better.

1. Approval of the June 5, 2020 Board Retreat Minutes.

By Member of the Board Jennifer Allen. Seconded by Chuck Falcon. Motion carried unanimously.

2. Approval of Principal Zelazny’s Employment Contract

Resolution #1 (2020-2021)

By Member of the Board Jennifer Allen

Whereas, on June 5, 2020, the Board of Trustees of the Young Women’s College Prep Charter School voted to authorize the Board’s Executive Committee with the task of preparing

Regular Board Business Meeting: July 10, 2020

and finalizing the employment contract for Barbara Zelazny, Principal of Young Women's College Prep Charter School (YWCP), and

Whereas, under the leadership of the Board's Chair (Laura Norris), the Board's Executive Committee unanimously executed an employment agreement with Barbara Zelazny, Principal of YWCP; therefore be it

Resolved, that Principal Barbara Zelazny's employment contract with YWCP under the terms of the Agreement was executed, signed and began on July 1, 2020 and shall continue thereafter until such date when this Agreement and the Employee's employment, is terminated pursuant to Section 4 of the Agreement, and further be it

Resolved, that the YWCP Board of Trustees formally approves the employment agreement executed with Barbara Zelazny, Principal of YWCP effective July 1, 2020, at an annual salary of \$171,851.00, along with the stated benefits and compensation subject to the terms and conditions within the said employment agreement.

Seconded by Member of the Board Chuck Falcon. Motion carried unanimously

VII. Governance Committee (Green)

No report; leadership in transition.

I. Principal's Report (Zelazny)

This is a strange time of year made stranger by the school closure. Principal Zelazny was informed that the report she uploaded to Google Drive had restricted access, so Principal Zelazny committed to figuring out how to get board member access to the document she prepared for the meeting. Principal Zelazny wrote an anecdotal report, including items of which we are all likely aware based on keeping up with the news regarding the state of affairs for summer work. Principal Zelazny commented that, right when she was really feeling happy and smooth about regular intervals for reports to the board about assessments and academic progress of our students, all was interrupted. Now the full focus is on logistics and trying to figure out what to do for fall 2020. Principal Zelazny was a member of the Governor's Reopening Task Force. While there are no "juicy tidbits" from that work, Principal Zelazny can report that all different types of districts (urban, rural, and suburban) are struggling with the same issues. The current direction from the State is to plan for three different possibilities, with little guidance about those possibilities. Accordingly, Principal Zelazny and team are planning for the following:

- **First option:** Full regular opening and return to school but with new mandates regarding cleaning and masks. At this point the guidance requires 6' distance, as well as things like no touch sinks and water fountains. When one analyzes that scenario it easy to say you can reopen if can keep everyone 6' apart and wearing masks, but this option is not viewed as very possible. But if something changes—even a change from 6' to 3' distance—the potential success of this option is enhanced. While anything can be planned with money and time, the Governor's Task Force is grappling with—knowing this will be a temporary condition—how much money and time gets put into these plans.
- **Second option:** A portion of students attend school in the brick and mortar building. Board members may have heard that their own districts are bringing back elementary kids. In other consortiums there is discussion about bringing only the younger students and using

Regular Board Business Meeting: July 10, 2020

other buildings (e.g. high schools) to spread out the students for learning. This option is “riddled with other issues,” including the applicable guidelines and teacher contracts. This scenario presents lots of complexities and other associated logistical challenges. Other districts are discussing bringing students in every other day, morning or afternoon. This raises lots of transportation concerns, as well as concerns about family and childcare. For YWCP, this hybrid option is most likely to be used for new 7th graders only or maybe new 7th and 8th graders. Without more information, it’s only an idea.

- **Third option:** Fully remote learning, meaning all students would be learning from home. Principal Zelazny noted that this is very different than what happened in the spring, which is important to understand. In March to June, YWCP was just closing the year and were directed to measure students’ learning from the date they left school. So there was no deep new learning and grading; although new learning happened, YWCP couldn’t hold students accountable if they didn’t succeed at that. Principal Zelazny and her staff’s plan to close out the year—of which they were all proud— was having two lessons that were prerecorded and posted for students daily. But when discussing starting the regular school year, the typical work taking place at this time of year is talking about master schedules and data analysis. Now, the discussion is around new classes (7th grade and 11/12 classes) when the students do not have established relationships with most of the teachers who will be teaching new content from the beginning. In order to teach a new class, students must have synchronous learning (students live with teacher giving instruction) and asynchronous learning (students learning on their own). The remote learning environment presents massive challenges in this regard. While teachers do have established curricula and materials, they don’t usually have any place where everything is digitized. Principal Zelazny does not believe it is feasible to have teachers record every session they teach. That said, Principal Zelazny and staff have mostly stayed focused on this option and have been searching for the right technology and learning suite to use in alignment with the regular YWCP Way, mission, and vision. The school is trying to leverage the silver lining of instructive technology obtained this spring to find an approach that, whether working at school or home, makes materials ready and accessible to students. This third option is the one that YWCP has been exploring most in depth.

Principal Zelazny noted that none of these choices is ideal. There was a promised update on 7/17/20, however, Governor Cuomo recently announced that he will decide about opening by 8/1/20. The summer is typically filled with analyzing statistics to prepare for the following year; the reality of trying to plan as deeply as possible under the current circumstances is, to a great degree, like throwing darts in the dark.

Principal Zelazny reported that she and her staff are keeping the committee work going. They are also working on summer learning and have given some students the opportunity to do credit recovery. All students were able to keep Chromebooks over the summer. There were also two opportunities for all 7-go-8s and 8-go-9s to participate in ELA booster literacy camp and there is pre-algebra booster camp for specific students at a certain level. However, there is no Regents boot camp or traditional summer school going on.

Principal Zelazny and McInnis have been researching platforms for students, teachers, and families to connect remotely and have identified Pearson Connexus (Pearson) as the desired product. Pearson is a platform that offers “one stop” where all can connect and all materials can live, which allows the two most important things: ease and a strategic way for teachers to use

the synchronous platform and have access to vetted standard space, research-based curricula, and materials that are designed for possibility of a child to be able to work independently. Our students' equity in access issues will continue with distance learning. We can set up school and advise that students are supposed to be here for these lessons, but the reality of our students' lives is that they may not. So Principal Zelazny feels strongly that we need to have both things: the ability to have children make up what they miss and the ease of having it all live in one place. The Technology Committee has fallen in love with the Pearson product; this will be the backbone and allow a bit of security for going into the possibility of all remote.

Typically the school would be in a phase of continuous improvement in which Principal Zelazny, faculty, and staff are reviewing assessment data and aligning with school goals; because there were not opportunities to assess, that is not possible. That said, Principal Zelazny and the team are continuing the Committee (Com) work. Coms include (non-exclusive list):

- Tech
- Data
- Orientation (7th graders and other new students)
- Antiracism
- Connexus rollout
- PD com

Principal Zelazny advised that they are using summer to do everything possible but the planning is really fairly hamstrung until the Governor issues more guidance about what school will look like in fall.

Sparkman: Any parents clamoring for things to just go back to normal (like significant group in Penfield School District) and to "just get the kids back"? How about any teachers just wanting to get back into school? Even if not a plan yet, are there parents and teachers who are requesting conversations about just getting back to school?

Principal Zelazny: Not really. Principal Zelazny understands there are Facebook groups and parents in other areas who are clamoring for a return to normal and it seems as if everyone wants to open and be like normal. Principal Zelazny has heard mutterings that people are NOT sending children until "X" event. At this point, everyone is hoping for opening, including teachers. Ultimately, YWCP must adhere to State Ed and Governor guidelines. But no, Principal Zelazny has not run into the types of groups at YWCP that she understands are popping up in surrounding areas in Rochester.

Sparkman: Please keep Allen posted; lots of people have been putting pressure on Penfield Superintendent to open up schools.

Melissa Geska: When mentioning "equity in access," are our students experiencing technological issues? Lack of internet access or fear of technology in general that are impeding providing learning experiences in this remote environment?

Principal Zelazny: Yes, and YWCP has done extensive work with this. From Principal Zelazny's involvement with the Governor's Task Force, she knows that this is a massive problem across the state. Our students had one-to-one Chromebooks and the school was able to

connect families with programs with Spectrum. When students were really stuck or despite the fact they had uncertain internet access, YWCP provided lots of outreach and resources there. In terms of equity in access for YWCP students, the biggest part is having the head space and physical space to work. Lots of parents are essential workers and not in the house, so many of our students are serving as childcare while parents had to work. The data reflected that our students needed flex time to do their schoolwork at midnight, or to be able to come in and out of the system during the day. Principal Zelazny doesn't want to cut out instruction but whatever we put out, we need to set it up so students have the potential to do the work on their own when they can. The headspace to do it was the biggest issue with our students.

IX. Education Committee, Performance Evaluation Committee: *Pam Kissel, Chair*

Kissel reported that the committee will be meeting on Tuesday, 7/14/20. Kissel and Principal Zelazny have discussed having her performance evaluation meeting in August.

Allen noted to Kissel that, Google Drive now contains a template of sorts for committee reports, building on work the board did at the June 2020 retreat. Allen recommended Kissel take a look at that before the Education Committee meeting to decide whether there is anything from the template report to work that into Education Committee's discussion.

I. Development Report (*Weinstein*)

Weinstein reported that the committee updates are mostly regarding the Annual Leadership Breakfast. The Breakfast planning decisions are similar to the school's situation of trying to plan for an all in-person, hybrid or remote event. There are challenges associated with each kind of model and because the Foundation is a relatively small group and it is already mid-way through the summer, Weinstein and Bonnell have decided to focus efforts on planning a completely well-attended, virtual event. They are trying to organize a meeting for next week to begin some committee planning and would love to include as many people from the board as possible; they welcome tips or strategies from other virtual events board members have attended. The strategy for the Breakfast itself will be somewhat shifted from having an in-person event, so it will be important for the board members to engage and help with as much outreach as possible to involve as many people as possible.

Bonnell encouraged the group to consider proceeding with a virtual event as an opportunity. Bonnell has heard feedback that people who have done this type of event virtually have had more attendees than in the past because, for example, if the event is at a bad time of day for someone or an individual just doesn't want to go somewhere but still wants to support organization, this different format may be more appealing. If a lot of people spread the word, it is an opportunity to attract new people or re-engage past supporters. The plan is to keep the same structure but just to prerecord everything and have it all in one video to air at a specific time. While the hope is that the majority of people will still watch at the same time all together, attendees will be able to watch the video at their convenience at any time within 24 hours of its release.

Geska: One of most effective things at this type of event has been live engagement for financial contributions being made — still thinking of incorporating that?

Bonnell: The plan is to incorporate appeals throughout the event even though it will be prerecorded; link and text to give will be active while watching.

Other updates are in the Development Committee's pre-meeting report.

I. Finance Committee (*Falcon*)

Falcon began the Finance Committee report by sharing that there are requests for some additional expenses in the upcoming year, clarifying that "additional" meant in excess of the approved budget. One additional expense with the highest cost is the Pearson Connexus online learning system about which Principal Zelazny spoke. The school has submitted or is in the process of submitting applications for various grants that would be utilized for this platform and other remote learning costs. The school has already received some aid for Pearson, in addition to previously budgeted cost. Net of aid would be \$160,000 but with the aid the cost is \$107,000 or \$108,000. There is also a request for new Triumph Boards (smartboards), which need to be updated and replaced at a cost of \$140,000. The remaining requests are:

- Additional Chromebooks for classrooms (\$35,000)
- Additional cases for Chromebooks (\$11,000)
- Laptops for administrative staff (e.g., instructional coaches and counselors) (\$7,400)

The school has submitted or will be submitting a mix of grant applications, which are in process. One application related to CARES Act has already been approved, but we have not received communication about the specific amount of funding. The Farash Foundation has made some specific COVID-related grants, and YWCP's grant application is in process.

The financial analysis from last month includes a projected surplus of \$250,000. Financial analyses must still be finalized, and once finalized are subject to audit, so the \$250,000 is our current best estimate. In addition, there is an excess fund balance of \$1.7 million, which the school has been carrying from its earlier years; in sum, there is cash to pay for all of these items. In addition, from a financial impact standpoint, the school can capitalize all items other than the Pearson online learning system. From a budget standpoint and depending on the item, it is possible to spread the cost out over two or three years. Chuck just wanted to highlight these expenses for any thoughts or comments in terms of spending this amount of money pending approval of grants for which the school has applied or is applying, which means we don't know the net impact. Before consideration of aid or grants that might reduce out-of-pocket cost of these items, the additional expense is nearly \$400,000.

Allen commented that she is not surprised at these additional expenses given the required shift to remote learning. Because of fiscal responsibility over the years, the school is able to afford this, but the board needs to continue to be diligent about how we spend public dollars. As a result, Allen stated that she is happy to see that we are also applying for grants to cover these costs.

Falcon: Principal Zelazny, what is the date for final decision on purchasing Pearson Connexus?

Principal Zelazny: The school needs to buy the Pearson Connexus software as soon as possible to ensure that faculty and staff can become familiar with it and there can be appropriate teacher

training to prepare for school year. Principal Zelazny has a meeting after the board meeting during which she will receive the final quote for cost.

Falcon: Would it be possible to provide approval a week from today? Falcon would like to review with the Finance Committee and that meeting is currently being scheduled. Falcon committed to try to schedule the meeting for as soon as possible to communicate about approval as swiftly as possible. Principal Zelazny appreciates Falcon working on getting this done as fast as possible. Allen asked whether will need a Board vote; Falcon responded that, despite the amount of the expenditure, it only requires the Treasurer's approval.

Sparkman asked the estimated cost for Pearson. Falcon responded that it is \$182,000 but there is about \$24,000 in aid to offset that amount, and \$50,000 already budgeted \$50k, which brings the additional cost down to about \$107,000 to \$108,000.

Sparkman: Would it be possible to use Pearson Connexus beyond remote learning due to COVID-based closures?

Principal Zelazny: We wouldn't be asking to purchase this software platform if we were having a regular school year. That said, the silver lining of spring semester was faculty's really exciting use of technology. Pearson's program is easily matched with the YWCP curriculum, so the plan is to use it and load up the materials so that, if the students start in school and have to leave again (which Principal Zelazny considers a strong possibility) then the remote learning system will be all set to go. Pearson will definitely be helpful this year and perhaps, if projecting with all of the uncertainties, the school could use this in the future. At this point, net loss of learning, instruction, and growth is central to the discussion, and this fall is not a response based on the unknown. Principal Zelazny commented that she can't predict continued use of this in the long term, but she can say that the software will be used during the upcoming school year and it positions the students for successful remote learning.

Sparkman asked about the need to renew the license for use beyond this year. Principal Zelazny explained that this is an annual subscription and cost depends on what one purchases. Principal Zelazny noted that it is possible to set up six different courses for each student. There is a suite of options to purchase or not purchase so that it can tailored to the school. The school is in the process of evaluating what the students need.

Falcon asked, based on that information, whether this would be an annual cost. Principal Zelazny responded that if in the near future there was not a need for remote learning, she is not certain the school would need to renew the license. But if the school needed to continue remote learning beyond a year, it would be a similar cost.

Sparkman asked who owns the data Pearson gathers: Pearson or YWCP? How do we access recorded data? Principal Zelazny responded that YWCP will continue to utilize its power school management system (SMS). One appeal of Pearson is that it marries with our existing platform and tracks each student's participation. Principal Zelazny noted that board members may recall the extraordinary measures required to try to track our students' access to the other system. The data is ours and recorded lessons remain ours. With the license, the school can access Pearson's partnerships, such as different library systems. Those items are an additional cost, and we wouldn't have access to those things after the license expired.

Regular Board Business Meeting: July 10, 2020

I.Scholarship Committee (Kruss)

Allen referred to filed report.

Allen also asked Principal Zelazny to share the graduation rate. Principal Zelazny responded that the current graduation rate is 96 or 98%, and as of August will be 100%. Principal Zelazny believes that, without closure, the school would have been at 90% in June and 96% in August without closure. However, the current rate is within the same range as the last few years, and Principal Zelazny wants to make sure there is understanding that this rate is not because there were no Regents exams this year.

Principal Zelazny pointed out that she does not have college data in her update.

I.Enrollment, Recruitment, Retention (Velazquez)

No report this month. When asked about enrollment, Principal Zelazny responded that there is a little bit of a waiting list. The school is currently in the registration phase and working on recruiting new 7th graders. There were 75 seats open and the school issued the application and then acceptances; the next phase is where people accept, reject or don't respond. The recruiting team then called, emailed, and texted to follow up and now the numbers for our 7th grade class are steadily climbing. Prior to Principal Zelazny's tenure at YWCP, the trend was that registrations occurred primarily in later August and early September. Last year, summer registration was way ahead for new students, so the school is getting better at registering students earlier. Last year when enrollment dipped low, there was an 8-go-9 class under 50 and, because of excess seats, registration was opened for 50 new seats in the high school. This year, the present 8-go-9 class is 92% the same students as they were in 7th grade. The goal is to sustain classes 7 to 8 to 9—not to add 50 or 60 new students at the high school level—but the school certainly opens seats as needed. We are definitely moving in the direction of retaining our students, which is positive as older classes are harder seats to fill. They opened extra seats in 9th grade because the waiting list was very long. Principal Zelazny commented that if she had a magic wand and had every class equal to come out to 410, she would do that. But, if the senior class has a lower enrollment, she is trying to stretch out extra seats across grades to make sure we right-size. Principal Zelazny concluded that enrollment is looking excellent, and that we are also doing well with the subgroups of ELA and students with disabilities.

I.Climate, Culture, Community/Family Engagement Committee (Sparkman)

No report. Sparkman is looking for new members and invites incoming board members to consider this committee has an option.

II.School Operations (McInnis)

McInnis reported that she is currently working on closing out the year, commenting that she is very happy about the potential surplus to assist Principal Zelazny in her initiative for the requested additional expenditures necessary to get resources in place for staff and students. McInnis is also preparing for the audit, which occurs in September after the holiday. McInnis is

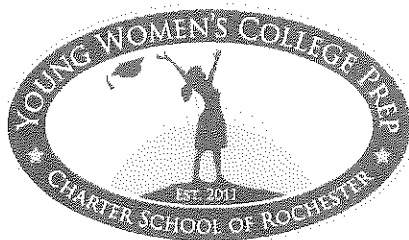
supporting Principal Zelazny with the purchases needed to get school back open in whatever fashion in September.

Sparkman asked McInnis who else is on campus with her. McInnis responded that office staff helping with enrollment are present, and she expects that summer support staff will probably start coming in full-time in a few weeks, with guidelines in place of course. There are three employees in the main office, the IT person, and two employees in the business office.

I. Old & New Business: Allen

Allen read the YWCP mission to remind board members of our focus.

Meeting adjourned by motion made by LaQuanna Sparkman, seconded by Pam Kissel.



YWCP BOARD OF TRUSTEES MEETING

Date: Friday, August 7, 2020

Time: 8:00 a.m. to 9:30 a.m.

Zoom Videoconference

REGULAR BUSINESS MEETING MINUTES (AUGUST 7, 2020)

Board of Trustees Present: Jennifer Allen, Julia Green, Chuck Falcon, Jennifer Weinstein, Pam Kissel, Erin Duffy Kruss, Kristin Lowe, Carolyn Vacca, Belimar Velazquez

Absent: Jennifer Aronson-Jovcevski and LaQuanna Sparkman

Staff: Roberta McInnis, Director of Operations; Sanya Pelrah; and Kwame Donko-Hanson, Assistant Principal

Foundation: Lauri Bonnell, Director of Development

Non-board Members Present: Idonia Owens, Melissa Geska, Nadine Hylton (all pending admission to board membership)

I. Call to Order: J. Allen called meeting to order at 8:05 a.m.

II. Roll Call: K. Lowe proceeded to conduct roll call.

III. Communications to the Board: None

IV. Public speakers: None

V. Approval of the July 10, 2020 Board Minutes.

J. Green motioned to approve July 10, 2020 minutes. C. Falcon seconded motion. Approved.

VI. Executive Report:

J. Allen welcomed K. Donko-Hanson, Assistant Principal, to YWCP. J. Allen provided a recap of the Board orientation conducted on July 25, 2020. J. Allen provided an update on the Board calendar and noted that the YWCP reopening plan has been posted on the YWCP website and will be discussed in further detail by S. Pelrah.

J. Allen introduced Resolution #2 (2020-21) to select M. Geska as a final candidate to the YWCP Board of Trustees with a first term expiring in year 2023, pending approval by the NYS Education Department. K. Lowe motioned to approve Resolution #2 (2020-21) and P. Kissel seconded the motion. Approved.

J. Allen introduced Resolution #3 (2020-21) to select N. Hylton as a final candidate to the YWCP Board of Trustees with a first term expiring in year 2023, pending approval by the NYS Education Department. K. Lowe motioned to approve Resolution #3 (2020-21) and J. Weinstein seconded the motion. Approved.

J. Allen encouraged Board members to review the results of the YWCP faculty/staff survey, saved in the Google drive. J. Allen commented that the survey revealed that faculty and staff have a strong sense of belonging to YWCP and over 90% responded that they intended to return. Overall the results were very positive. Respondents noted that the school climate promotes the YWCP family. Opportunities exist to improve understanding of the BASE model and to gather teacher feedback. Respondents included specific requests for professional development, including content-specific professional development presented by outside experts, cultural diversity, social/emotional well-being, and technology.

J. Allen discussed the committee structure and expectations of committee members and committee chairs, including the protocol for submitting committee reports. They are to be submitted one week prior to the Board meeting and saved in the Board Administration folder in the folder with the specific meeting date. For example, all committee reports for this meeting should be saved in the August 7 folder on the Google drive.

J. Allen stated that the mid-site NYS Education Department report is still in draft format and will be finalized shortly. Benchmark 1: Student Performance and Benchmark 9: Enrollment, Recruitment and Retention are both at the "approaches" level (yellow). Board members may request a copy of the draft report from J. Allen if desired.

VII. Governance Committee

J. Green reported that the Governance Committee has not met yet and will meet at the end of this month.

VIII. Principal's Report:

S. Pelrah provided the principal's report. The YWCP reopening plan was posted on the YWCP website by the July 31, 2020 deadline. YWCP has communicated with families about the reopening plan via the YWCP website, robocalls, and the RemindMe app. YWCP will be using a hybrid learning model, which is a phased in approach. Classes will be fully remote to start the academic year and cohorts will be phased in for in person learning opportunities. YWCP is focusing on the most vulnerable students first for in person opportunities, for example, English language learners, students with disabilities, and 7th graders. Principal Zelazny will decide next week about whether staff will report to school.

S. Pelrah stated that the results of the parent survey are saved in the Board Administration folder in the Google drive. 56 parents completed the survey. Mailing, website advertising, social media, and RemindMe app were the methods used to advertise the survey. The survey results revealed the following successes: students were able to check in with their teachers and other professionals and students enjoyed the flexibility of online learning. The survey also revealed some challenges: establishing routines and daily schedules; students needed more guidance and directions with assignments; students were not able to keep up with assignments and expectations; and conflicting schedules. The majority of families who responded did not report experiencing any issues with the Chromebooks. Pearson Connexus will replace Google Classroom as instructional platform this year. The survey included questions related to students' transportation needs. YWCP is currently evaluating families' concerns about safety protocols associated with in person learning opportunities. An area of particular concern expressed is proximity to other people/possible exposure at school.

S. Pelrah referred Board members to the chart submitted for specific enrollment data.

- 383: enrollment as of August 5 (returning, registered, and verified students)
- 434: total enrollment if all partially registered were to complete (410 is the enrollment limit per the charter)

The current number of fully enrolled students is similar to last year. YWCP received fewer total applications this year, which may be due in part to COVID-19. YWCP staff members are working with families of students whose enrollment documents are partially registered. There is a focus upon increasing registration/enrollment among English language learners and students with disabilities. In person and Zoom orientation options were provided by S. Pelrah.

IX. Education Committee, Performance Evaluation Committee:

P. Kissel reported that the Education Committee is focused on Benchmark 1: Student Performance and Benchmark 2: Teaching and Learning. A date will be set for B. Zelazny to share her performance appraisal with goals for the prior year with the Performance Evaluation Committee. P. Kissel anticipates that the written performance review will likely occur in September as outlined in B. Zelazny contract. Next meeting is August 18, 2020. P. Kissel commented that Governor Cuomo is speaking today about K-12 reopening plans and P. Kissel reinforced that communication by schools with their Boards and families is critical during this time.

X. Development Report:

J. Weinstein reported that the first meeting to plan the virtual Leadership Breakfast has occurred. A virtual breakfast presents an opportunity for new people to attend and learn about YWCP. The goal is to help fundraise through the breakfast to support technology expenses incurred through remote learning. The Development Committee is also focused upon facilitating exposure to college environments and connecting with alumna who may/may not be on campus this year, since students may not be able to participate in college tours on campuses this fall. J. Weinstein reminded Board members that pledge forms are saved in the Board Administration folder in the Google drive and the Development Committee is requesting Board members to provide pledge information prior to next Board meeting (September 4) to help budget up front for the virtual Leadership Breakfast. Completed pledge forms should be sent to L. Bonnell. J. Allen strongly encouraged 100% Board participation – time, talent, and especially treasure – in support of the Leadership Breakfast.

XI. Finance Committee:

C. Falcon reminded Board members that last month he shared a request from B. Zelazny about technology needs – for example, Pearson Connexus. Following that request the Finance Committee met and approved the technology expenses. The Finance Committee inquired if some SmartBoards could be retained (as opposed to replacing all SmartBoards), and the answer received was yes. The cost of the SmartBoards (with additional discounts applied and additional funding obtained) resulted in a net impact of \$138,000, however the decrease in SmartBoard requests reduced that amount to \$96,000. The total cost of additional technology expenses is under \$288,000, a reduction of roughly \$100,000 off of the estimate presented last month. The budgeted amount for technology expenses was \$50,000.

C. Falcon state that YWCP financials are subject to audit and the financials are preliminary until completion of the audit. The prior school year yielded (preliminarily) a surplus of \$324,000, which will help offset funding shortfalls for unbudgeted amounts. YWCP has been allocated a fairly substantial amount of funding through the federal CARES Act; the application is due on August 15, 2020. The CARES Act presents an opportunity to fund unbudgeted items. C. Falcon has also reached out to the YWCP Foundation to inquire about assistance to help fund unbudgeted items.

XII. Scholarship Committee:

E. Duffy Kruss reported that the Scholarship Committee is waiting to hear back at end of next week about the Somers Scholarship recipients. Four applicants are being considered. The Committee is also waiting to hear final decisions on current scholarship recipients. Current recipients are performing exceptionally well at their respective institutions.

XIII. Enrollment, Recruitment, Retention:

B. Velazquez reported that she is collaborating with J. Lindsey to establish a regular meeting schedule. The committee will meet biweekly and will present a report at the September Board meeting.

XIV. Climate, Culture, Community/Family Engagement Committee: No report.

XV. School Operations:

R. McInnis reported that she is working with B. Hasler on the YWCP application for CARES Act funds and other funding applications. R. McInnis reported that accruals have come in, for example, accruals from the Rochester City School District and the NYS Teachers' Retirement System. An estimated surplus of \$300,000 (preliminary) is projected, which will help support unbudgeted expenses. An RFP for custodial services is posted on the YWCP website and the deadline is August 10. No proposals received yet.

R. McInnis stated that food insecurity is a concern that stood out in the parent survey responses. YWCP is a Community Eligibility Provider (CEP), as designated by NYS. The YWCP CEP application was resubmitted and approved. 81% of YWCP students are economically disadvantaged. YWCP is communicating with parents to determine the best way to provide meals to students when engaged in remote learning, where in the community students can go to receive meals, or if students can take meals to go (if they are engaged in in person learning) or if parents can pick up meals at school.

- XVI. **Old Business:** J. Allen reported that there is no old business to discuss.
- XVII. **New Business:** J. Allen reported that there is no new business to discuss.
- XVIII. **Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law (*Executive Session will be called for Personnel Matter*):** J. Allen stated that no Executive Session is needed.
- XIX. **Adjournment:**

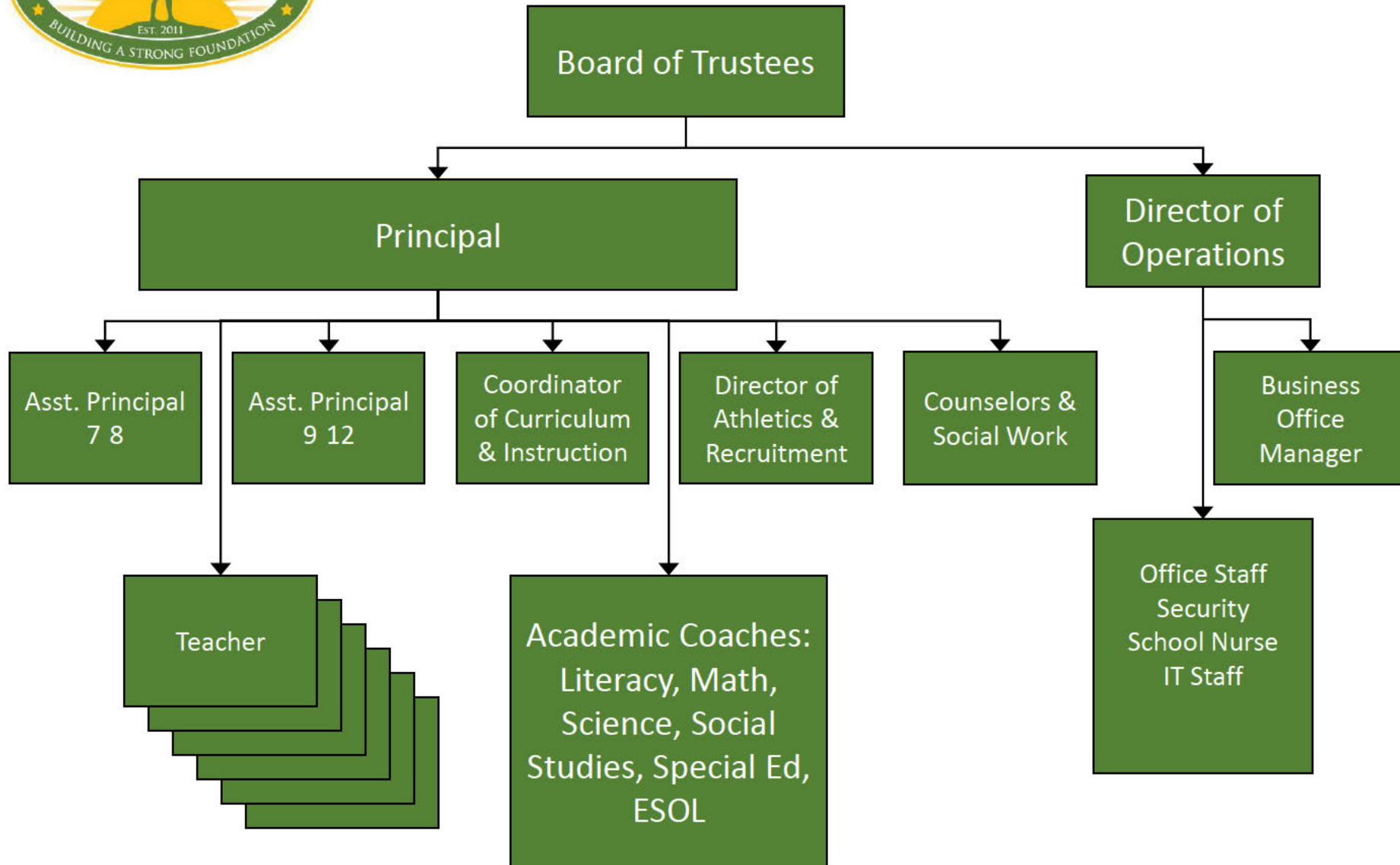
P. Kissel motioned to adjourn meeting and J. Green seconded the motion. Approved. Meeting adjourned at approximately 9:30 a.m.



Young Women's College Prep Charter School

Organizational Structure

2018-2019



Young Women's College Prep Charter School of Rochester

Phone: 585-254-0320 Fax: 585-254-0321

12 Month Calendar 2020-2021

185 Instructional Days

July

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September (17)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October (21)

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November (17)

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December (17)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January (19)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February (15)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March (20)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April (20)

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May (20)

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June (19)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

	Targeted Instruction		Early Dismissal Days		Holiday/Recess (No Students or Staff)
	Superintendent's Conference Day (No School for Students)		Regents and School-level Exams		
	September 9, 2020 All Grade Levels Report		June 25, 2021 - Last Day of School		

PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

BEDS CODE #

260501861020

District/School Name

Y W C P C H A R T E R S C H O O L

Facility/Building Name

S U M M E R A N D P A R K E R C A M P U S

Street Address (NO PO Box Numbers)

133 H O O V E R D R I V E

City/Town/Village

Zip Code

R O C H E S T E R N E W Y O R K 14615

INSTRUCTIONS

- Read the "Manual for Public School Facility - Fire and Building Safety Inspections" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

Part I: General Information and Fire/Life Safety History

Inspection Date **07 - 15 - 2020**

Note : Please insert the date the actual inspection took place.

The Inspection Date cannot be earlier than 45 days before the Due Date.

1. Please indicate the primary use of this facility:

- ☒ INSTRUCTIONAL
- ☐ ADMINISTRATIVE
- ☐ BUS MAINTENANCE
- ☐ BUS STORAGE ONLY
- ☐ LEASED FACILITY OFF SCHOOL GROUNDS
- ☐ MAINTENANCE
- ☐ OTHER
- Please Specify:
- ☐ PUBLIC LIBRARY
- ☐ STORAGE
- ☐ VACANT

2. Is there a fire sprinkler system in this facility? ☒ YES ☐ NO

If 'yes', is the sprinkler alarm connected with the building alarm? ☒ YES ☐ NO

3. Is there a fire hydrant system for facility protection? ☒ YES ☐ NO

If 'yes', indicate ownership of system (select one):

- ☒ Public owned
- ☐ School owned
- ☐ Other

Please Specify:

4. Indicate the ownership of this facility

☒ Leased

☐ Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name *

EDUCATION SUCCESS FOUND.

Address *

4 LAKEVIEW PARK

ROCHESTER, NY 14613

Telephone # *

585.563.3033

5. Does the District lease the building or spaces within the building to others? ☐ YES ☒ NO

a. If yes, indicate the tenant(s):

Name *

Address *

Telephone # *

6. What is the current gross square footage of this facility?

nearest whole ten feet:



7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

8. FIRE AND EMERGENCY DRILLS

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff? ☒ YES ☐ NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year: ☒ YES ☐ NO

FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	9.30	<input checked="" type="radio"/>	<input type="radio"/>
2	10.8	<input checked="" type="radio"/>	<input type="radio"/>
3	10.10	<input checked="" type="radio"/>	<input type="radio"/>
4	10.11	<input checked="" type="radio"/>	<input type="radio"/>
5	10.21	<input checked="" type="radio"/>	<input type="radio"/>
6	10.30	<input type="radio"/>	<input checked="" type="radio"/>
7	11.21	<input type="radio"/>	<input checked="" type="radio"/>
8	12.12	<input type="radio"/>	<input checked="" type="radio"/>
9		<input type="radio"/>	<input type="radio"/>
10		<input type="radio"/>	<input type="radio"/>
11		<input type="radio"/>	<input type="radio"/>
12		<input type="radio"/>	<input type="radio"/>

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

WE INTENDED TO DO THE REMAINING DRILLS IN THE SPRING, BUT WERE CLOSED DUE TO COVID-19.

d. on the next page, please provide dates of the required monthly EMERGENCY EVACUATION DRILLS

EMERGENCY EVACUATION DRILLS

Per NYS Fire Code; Section 405, Table 405.2

Required, monthly, for all occupants of Group E (Educational) buildings

NOTE: Some drills reported below may coincide with dates reported in 8 (b) above

d. provide dates of the required monthly EMERGENCY EVACUATION DRILLS

	dates of drills	comments
1	9.20	
2	10.10	
3	11.21	
4	12.12	
5		
6		
7		
8		
9		
10		
11		
12		

e. If the required monthly evacuation drills were not held during the previous 12 months, provide reason:

NOT IN SESSION FOR
JULY '19, AUG. '19, MARCH '20,
APRIL '20, MAY '20, JUNE '20,
JULY '20, AUG. '20

f. Average time to evacuate facility was: 2 minutes 03 seconds

g. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session. ☒ YES ☐ NO

h. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code ☒ YES ☐ NO

9. If the fire alarm system was activated, was the fire department immediately notified? ☒ YES ☐ NO

10. Have there been any fires in this facility since the last annual fire inspection report? ☐ YES ☒ NO

a. If 'yes', indicate: Number of fires Number of injuries Total cost of property damage

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Part II: Non-Conformance Reporting Sheets

PART II - A

Item	Non-Conf	Date Corrected	Date Reinspected
01A-2			
01B-1			
01C-1			
01D-1			
01E-1			
02A-2			
02B-1			
02C-3			
02D-1			
02E-2			
02F-3			
02G-2			
03A-3			
03B-1			
04A-2			
04B-2			
04C-1			
05A-3			
05B-2			
05C-2			
06A-1			
06B-1			
06C-1			
06D-2			
06E-3			
06F-1			
06G-1			
06H-2			
07A-3			
07B-2			
07C-2			

PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
08A-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08B-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08C-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08D-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08E-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09A-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09B-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09C-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09D-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09F-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09G-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10A-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10B-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10C-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10D-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11A-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11B-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11C-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11D-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11E-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12A-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12B-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12C-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12D-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12E-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12F-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12G-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12H-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12I-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12J-1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12K-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12L-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12M-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12N-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12O-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
13A-2			
13B-2			
14A-2			
14B-2			
14C-2			
14D-1			
14E-1			
15A-2			
15B-1			
15C-2			
15D-2			
15E-1			
16A-2			
16B-2			
16C-2			
16D-2			
17A-3			
17B-2			
17C-2			
17D-2			
17E-1			
17F-3			
17G-1			
17H-2			
17I-2			
17J-1			
17K-1			
17L-1			
18A-2			
18B-2			
18C-2			
18D-2			
19A-3			
19B-2			
19C-1			

Part II: Non-Conformance Reporting Sheets

PART II - B

Item	Non-Conf	Date Corrected	Date Reinspected
19D-1			
19E-1			
19F-1			
19G-1			
19H-2			
20A-1			
20B-1			
20C-1			
21A-3			
22A-3			
22B-3			
22C-3			
23A-1			
23B-1			
23C-1			
23D-2			
24A-3			
25A-1			
25B-1			
25C-1			
26A-3			

If any additional nonconformances are observed, check item 26A-3 and list the specific code sections here:

Inspector

Confirm that the inspector has been provided with a copy of the previous year's school fire safety inspection report:

☒ YES

☐ NO

Part III: Public School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Christopher M. Forsyth

Telephone #: [REDACTED]

Title: Asst. Fire Marshal

Certification # [REDACTED]

(as designated by the NYS Department of State)

Email: cforsyth@greece-ny.gov

Section III-B. Building Administrator or Designee

Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)

The individual identified below certifies that this building inspection was conducted on this date 07-15-2020 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Roberta McInnis

Telephone #: [REDACTED]

Title: Director of Operations

Email: [REDACTED]

Signature: Roberta McInnis

Section III-C. School Superintendent

I hereby submit this fire inspection report on behalf of the Board of Education and certify that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: Barbara F. Wlazny

Telephone #: [REDACTED]

Title: Superintendent

Email: [REDACTED]

Signature

Barbara Fajen Wlazny

Part II: Public School Fire and Building Safety Non-Conformance Report Sheet

School District _____
Facility # _____

Building Name _____

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2					20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1					14E-1					20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1					09F-2					15B-1					22A-3				
02E-2					09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2					23B-1				
03A-3					10D-1					16B-2					23C-1				
03B-1										16C-2					23D-2				
					11A-2					16D-2					24A-3				
04A-2					11B-1					17A-3					25A-1				
04B-2					11C-2					17B-2					25B-1				
04C-1					11D-2					17C-2					25C-1				
					11E-1					17D-2									
05A-3										17E-1									
05B-2					12A-1					17F-3									
05C-2					12B-3					17G-1									
					12C-2					17H-2									
06A-1					12D-2					17I-2									
06B-1					12E-1					17J-1									
06C-1					12F-1					17K-1									
06D-2					12G-1					17L-1									
06E-3					12H-1					18A-2									
06F-1					12I-1					18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes _____ No _____

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection:

Fire Safety Inspector:

Name Christopher M. Forsyth
Date 27 July 2020

Registry # _____

(26E-4)

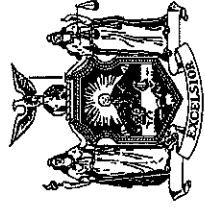
Final Inspection (if required):

Fire Safety Inspector:

Name _____
Date _____

Registry # _____

(26F-4)



**University of the State of New York
Department of Education**

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

YOUNG WOMENS COLLEGE PREP CHARTER SCHOOL
133 HOOVER DRIVE
ROCHESTER, NEW YORK 14615

DISTRICT:

YOUNG WOMEN'S COLLEGE PREP CHARTER
BARBARA ZELAZNY
133 HOOVER DR
ROCHESTER, NEW YORK 14615

Building ID: 2616000878020

Issuance Date: October 01, 2019
Effective Date: September 01, 2019
Expiration Date: September 01, 2020

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED