



Entry 1 School Information

Created: 07/12/2017 • Last updated: 08/30/2017

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 authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer **(as of June 30, 2017)** or you may not be assigned the correct tasks.

a. SCHOOL NAME AND BEDS# YOUNG WOMEN'S COLLEGE PREP CS OF ROCHESTER
(Select name from the drop down menu) (REGENTS)

b. CHARTER AUTHORIZER Regents-Authorized Charter School
(For technical reasons, please re-select authorizer name from the drop down menu).

c. DISTRICT / CSD OF LOCATION Greece

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	133 Hoover Drive Rochester, NY 14615			

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Toyia Wilson
Title	Principal
Emergency Phone Number (###-###-####)	

e. SCHOOL WEB ADDRESS (URL) www.youngwomenscollegeprep.org

f. DATE OF INITIAL CHARTER 07/2011

g. DATE FIRST OPENED FOR INSTRUCTION 08/2012

h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

Young Women's College Prep Charter School of Rochester (YWCP) offers young women from the city of Rochester the opportunity to learn in a single-gender environment, free from stereotypes, where a strong focus is placed on preparation for college enrollment and graduation. High expectations and evidence of concrete results define the student's 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 a sense of community, responsibility and ethics. We support students in their endeavors to achieve excellence in and out of the classroom, helping them to develop the strong voices they will need to be leaders.

h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief description of Key design elements 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. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Single-Gender YWCP believes in educating the whole student and meeting the individual's needs. A single-gender school offers students the opportunity to learn in an environment free from cultural and gender stereotypes, as well as many of the pressures and distractions of a co-educational school.
Variable 2	Small Schools Engaged in Leadership Development YWCP is committed to knowing every student personally, intellectually, and emotionally; this is possible in a small school environment. Students here 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.
Variable 3	College Preparation College preparation begins in 7th grade with an ongoing discourse about college in each classroom. Beginning in 9th grade, a full-time college guidance counselor works with every student to guide her and her family through the

	complex admissions and financial aid processes.
Variable 4	<p>Faculty</p> <p>YWCP's teachers believe in collaborative learning and are invested in their own professional development. They are committed to a longer work day and work year. Classroom pedagogy is centered on cooperative and collaborative practices, inquiry, and differentiation to meet the needs of all learners. Teachers share a vision for helping every student to achieve personal mastery.</p>
Variable 5	<p>Professional Development and Leadership</p> <p>Professional development is an integral part of YWCP's culture and teaching strategies. The Principal is an instructional leader with many years of classroom experience and expertise in developing an exemplary staff. During the school year, YWCP devotes one afternoon per week to directly respond to emerging student data, including evaluation of lesson plans, teaching strategies, and sharing effective practices. Over the last three weeks of August our teachers prepare their classrooms and curriculum for the year, with guidance from the Principal, department chairs, and outside support. YWCP conducts an annual retreat for faculty to establish the atmosphere and mindset for the school year. Peer observations and team teaching opportunities are built into the schedule and are regular practice.</p>
Variable 6	<p>Knowledge Management</p> <p>YWCP incorporates a system of knowledge management that is defined and owned by every adult in the building. Knowledge management is a system for sharing information across an organization, where a common language and a structure for documenting and organizing knowledge allow for continuous learning and improvement. YWCP is committed to staying true to the spirit of a charter school and sharing practices with all other schools in a comprehensive and applicable manner.</p>
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2017 311

j. GRADES SERVED IN SCHOOL YEAR 2016-17

Check all that apply

Grades Served	7, 8, 9, 10, 11
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k1. DOES THE SCHOOL
CONTRACT WITH A CHARTER OR
EDUCATIONAL MANAGEMENT
ORGANIZATION?

No

I1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
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I2. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	133 Hoover Drive Rochester, NY 14615		GREECE CSD	7-12	Yes	Rent/Lease
Site 2						
Site 3						

I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Toyia Wilson			
Operational Leader	Roberta McInnis			
Compliance Contact	Deb Hoeft			
Complaint Contact	Barbara Hasler			

m1. Is the school or are the school sites co-located? No

n1. Were there any revisions to the school’s charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions). Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Grade Level Configuration	The original charter only included grades 7-11. In 2017-2018, grade 12 will be added.		February 2017
2				
3				
4				
5				

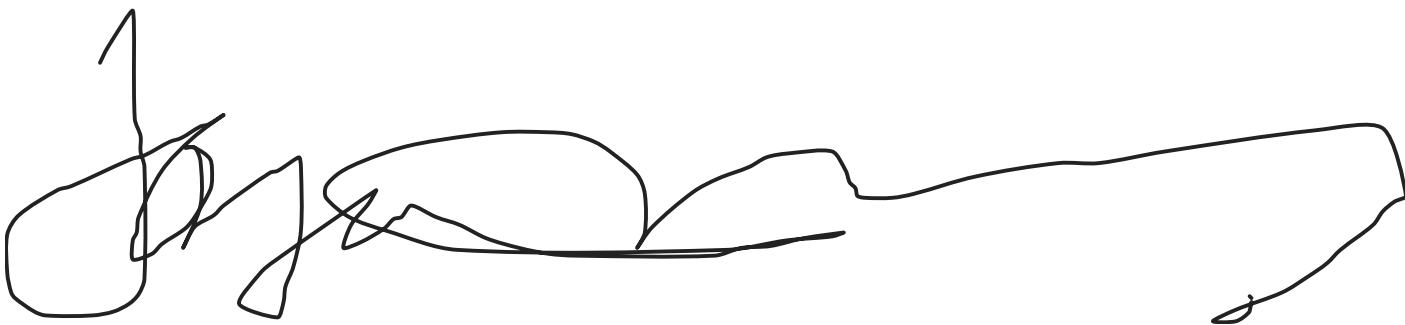
o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.

Toyia Wilson & Barbara Hasler

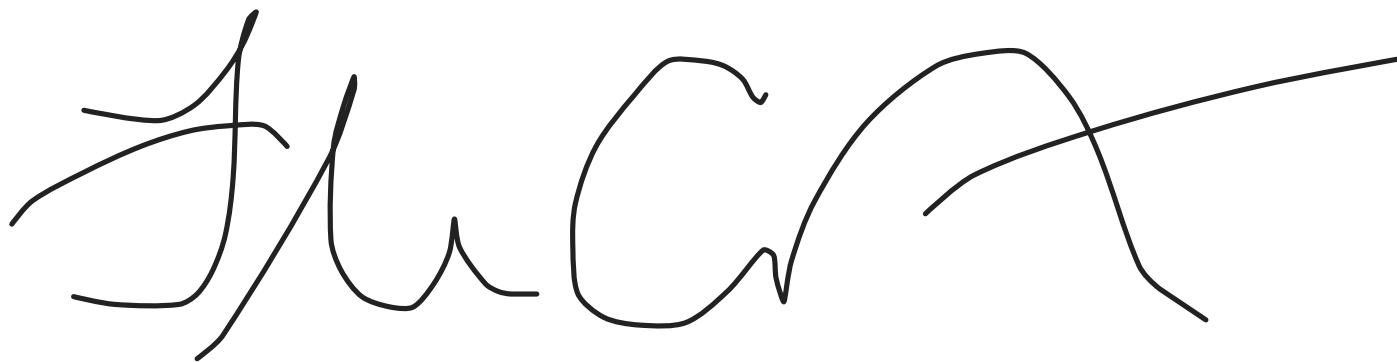
p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any 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 stylist on your mobile device to sign your name).**

Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read 'Toyia Wilson', with a long horizontal stroke extending to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to read 'Barbara Hasler', with a long horizontal stroke extending to the right.

Date

2017/07/12

Thank you.



Entry 2 NYS School Report Card Link

Last updated: 07/12/2017

1. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/profile.php?instid=800000071083>

**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).



Entry 3 Progress Toward Goals

Created: 07/13/2017 • Last updated: 07/18/2017

PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

1. ACADEMIC STUDENT PERFORMANCE GOALS

2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	Establish a full AIS support team to provide comprehensive and targeted support for identified students using several indicators to make the determination	Four AIS support staff will function as a team to support the Academic Learning Center and schoolwide AIS Through feedback on surveys, 95% of the school community will have an understanding of the YWCP AIS plan and the roles of the interventionists Students who require AIS will be identified and plan will be initiated	Met	
Academ	Provide a data driven (SWIS – Schoolwide Information System) focus to supporting a positive behavior system and decrease disciplinary referrals by 10% each month.	SWIS Data Minor referrals: October 13.40 November 12.11 December 9.59		

ic Goal 2	Based on 2015-2016 SWIS data, there will be a monthly reduction of 10% on behaviors that impact instructional time schoolwide.	January 8.15 February 9.6 March 5.1 April 4.6 May 4 June 2	Met	
Academ ic Goal 3	<p>7th & 8th Grade ELA Semester 1 The following targets for SRI scores will be met by the end of the first semester (2nd administration 1/27/17):</p> <ul style="list-style-type: none"> • Grade 7 will show a 10% decrease at the below basic level and a 10% increase from basic to proficient • Grade 8 will show a 10% decrease at the below basic level and a 10% increase from basic to proficient <p>The assessment is given four times a year.</p> <p>Semester 2 Using results from the 2nd SRI administration, the following targets will</p>	<p>Semester 1 7th SRI 1st to 2nd met 10% decrease at below basic. (25 students at below basic to 23 students.) 7th SRI 1st to 2nd met 10% increase from basic to proficient. (18 students at basic on 1st admin, 5 of them went to proficient by 2nd admin)</p> <p>8th SRI 1st to 2nd did NOT meet the 10% decrease at below basic (went from 22 student at below basic to 25 students) 8th SRI 1st to 2nd met the 10% increase from basic to proficient. (Of the 34 students at basic on the 1st admin, 5 of them went to proficient on the 2nd admin)</p> <p>Semester 2 SRI – we met the following targets per our CAP: Grade 7 will show a 10% decrease at the below basic level and a 10% increase from basic to proficient o10% decrease at the below basic level - Met o10% increase from</p>	Met	

be met by the end of the second semester (4th administration 6/23/17):

- Grade 7 will show a 10% decrease at the below basic level and a 10% increase from basic to proficient
- Grade 8 will show a 10% decrease at the below basic level and a 10% increase from basic to proficient

basic to proficient - Met

Grade 8 will show a 10% decrease at the below basic level and a 10% increase from basic to proficient

o10% decrease at the below basic level - Met

o10% increase from basic to proficient - Met

*Teachers elected (at suggestion of the COI) to count the SRI as an assessment grade, so that students would take it with more responsibility. We also continued the SRI celebrations, which was a special pizza lunch, for those students showing growth. Both of these contributed to our meeting these goals.

Semester 1
During professional development, teachers will analyze samples of writing in collaborative teams to identify students' areas of strength and areas in need of improvement. 12 professional development hours will be dedicated to this work during the first semester.

Semester 2
During professional development, teachers will analyze

<p>Academic Goal 4</p>	<p>All content areas (all subjects) revised a common writing rubric, based on the NYS ELA Common Core writing rubric, to fit content area.</p>	<p>samples of writing in collaborative teams to identify students' areas of strength and areas in need of improvement. 15 professional development hours will be dedicated to this work during the second semester.</p> <p>Completed: The NYS ELA Regents Argument Rubric was used as a basis and departments worked to ensure its relevancy to their content area while maintaining the integrity of the structure and components of the original rubric. This helped teachers across all content areas to understand the rigor of this rubric and bring that to the writing activities in their respective domains. Two impactful outcomes:</p> <ol style="list-style-type: none"> 1. All content areas incorporated purposeful writing, using common language, into their curricula. 2. Collegial conversations around areas of strength and areas in need of improvement, provided teachers the opportunity to get peer feedback, including cross-curricular ideas, to improve their writing instruction. 	<p>Met</p>	
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Academic Goal 5	<p>Math 7 & 8 Semester 1 The following targets for NWEA math assessment scores will be met by the end of the second administration (end of Feb. 2017):</p> <ul style="list-style-type: none"> • 15% of 7th grade students will score within the range of 214-223 • 15% of 8th grade students will score within the range of 217-226 <p>The assessment is given three times a year.</p> <p>*The NWEA is a newly adopted assessment for the 2016-2017 school year and thus we may need to adjust these measurable outcomes once we begin administering it.</p> <p>Semester 2 Using results from the second administration, the following targets for NWEA math assessment scores will be met by the end of the third administration:</p> <ul style="list-style-type: none"> • 25% of 7th grade students will score within the range of 214-223 • 25% of 8th grade students will score within the range of 217-226 <p>The assessment is</p>	<p>Semester 1 First NWEA completed in November 2016 (no growth to report yet due to only one administration)</p> <p>Second NWEA scheduled for completion by Feb. 28th, 2017 Target met of 15% for both 7th and 8th grades.</p> <p>20% of 7th grade students scored above the 214-223 range. 16% of 8th grade students scored above the 217-226 range.</p> <p>Semester 2 Third NWEA scheduled for completion by May 31st, 2017 NWEA targets for June/last administration</p> <p>25% of 7th grade students will score within the range of 214-223 o We met this – 48% of students had a final score of 214 or better</p> <p>25% of 8th grade students will score</p>	Met	
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	<p>given three times a year.</p> <p>*The NWEA is a newly adopted assessment for the 2016-2017 school year and thus we may need to adjust these measurable outcomes once we begin administering it.</p>	<p>within the range of 217-226</p> <p>o We met this – 32% of student had a final score of 217 or better</p>		
Academic Goal 6	<p>Professional development is used to support the improvement of instructional strategies schoolwide.</p> <p>95% of the time and topics from professional development are aligned to Common Core Standards and Support schoolwide success in the areas of Benchmark 1, 2, and 3 of the Performance Framework.</p>	<p>Coordinator of Instruction will generate tools for which to collect feedback and compile reports.</p> <p>Staff Survey Results - 98% of staff stated that they somewhat understood to fully understood the connection PD to Common Core alignment (70% fully understanding)</p>	Met	
Academic Goal 7				
Academic Goal 8				

2. Do have more academic goals to add? No

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2016-17 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	The school leader ensures clear and measurable goals are established and focused on critical needs regarding improving overall student achievement at the school level.	<p>1. Progress towards goals outlined and approved by the Charter School Office in the Corrective Action Plan. These goals were monitored quarterly. Written goals are established as a percentage of students who will score at a proficient or higher level on state assessments or benchmark assessments. The Corrective Action Plan (CAP) from the Charter School Office (CSO) was designed to have quarterly goals and check-ins to monitor ELA and Math progress of the students in 7th & 8th grades. YWCP met all goals outlined in the CAP for the year.</p> <p>2. Survey results from staff. Written goals are established for eliminating the achievement gap for all students. When asked, 94% of the staff stated that the school has</p>	Met	

		a plan for continuous improvement, based on high performance standards for students (taken from the staff survey).		
Org Goal 2	The school leader effectively supports and retains teachers who continually enhance their pedagogical skills through reflection and professional growth plan.	<p>The school leader ensures that teachers establish growth goals regarding their pedagogical skills and track their individual progress, AND monitors the extent to which teachers achieve their growth goals.</p> <p>Individual teachers keep track of their progress on their pedagogical growth goals. Evaluation results, growth plans, and interventions for struggling teachers are available. School walkthrough data gives teachers a comparison of their personal progress and how they compare to other teachers in the school. Walkthrough data was advertised in the Guardian, a weekly communication within the school for the purpose of knowledge management. Teachers are asked</p>	Met	

to continuously reflect on their walkthrough progress to foster growth at all levels. Most of the teachers at YWCP have been teaching less than 5 years. Given the level of need that a novice teacher has, significant time and support was devoted to teacher growth. Final evaluations was focused on specific growth areas.

The school leader intervenes with teachers whose students do not have adequate access to essential elements and instructional strategies that most strongly increase their chances of learning the essential elements.

All students have access to advanced placement or other rigorous courses. All students have a prescribed program of study that documents access to courses. This year YWCP increased AP offerings from 1 to 4. The master school for next year has 3 more

<p>Org Goal 3</p>	<p>The school leader ensures that all students have the opportunity to learn the critical content of the curriculum.</p>	<p>added to the AP offerings. All students are expected to take at least 2 AP courses before graduating. Ms. Wilson implemented a system to track and monitor students as they work towards HS graduation with the YWCP Endorsement (requires more than the advanced Regents). 42% of the first class securely on track to earn the YWCP Endorsement with another 17% who are slightly off-track with the ability to still earn the YWCP Endorsement. For the second year, all students in grade 8-11 took the PSAT and all 11th graders took the SAT (with a plan for August administration for 3 girls). All 8th graders took Algebra I instead of Math 8, giving the entire cohort the opportunity to earn HS credits. 32% of the 8th grade class earned HS credits which is in contrast with NO students meeting the standards on the Math 8 assessment in 2016.</p>	<p>Met</p>	
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Org Goal 4	The school leader ensures that students, parents, faculty and staff perceive the school environment as safe and orderly.	<p>Clear and specific rules and procedures are in place for the running of the school. Faculty and staff are provided the means to communicate about the safety of the school. Faculty and staff know the emergency management procedures and how to implement them for specific incidents.</p> <p>Feedback from the Staff survey –</p> <p>When asked 97% of staff stated that they feel that the school is safe and secure. YWCP has completed year 2 of PBIS implementation.</p> <p>There was a recent development of a sub-division of the PBIS committee called “Squad Goals”. This committee was designed to bridge the gap between and among YWCP staff and the charter school staff of the charter with which YWCP shared space.</p> <p>Clear and specific rules and procedures are in place for the running of the school. A system is in place for mass communicating to</p>	Met	
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		parents about issues regarding school safety (e.g. a call out system). Feedback from the Family survey – When asked 97% of families stated that they feel the school is safe. Student discipline data showed a steady decrease (included in the July board report).		
Org Goal 5				

5. Do you have more organizational goals to add? No

6. FINANCIAL GOALS

2016-17 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Maintain adequate cash position with no debt	Net cash position and debt position	Met	
Financial Goal 2	Achieve an operating surplus consistent with FY17 budget	Increase in net assets	Met	
Financial Goal 3	No material weaknesses identified in the annual audit.	Clean audit report for FY17.	Met	
Financial Goal 4				
Financial Goal 5				



Entry 4 Expenditures per Child

Last updated: 07/19/2017

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2016-17 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	4270374
Line 2: Year End FTE student enrollment	315
Line 3: Divide Line 1 by Line 2	13557

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2016-17 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:
The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:
<http://www.p12.nysed.gov/psc/AuditGuide.html>.
Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	65631
Line 2: Management and General Cost (Column)	306972
Line 3: Sum of Line 1 and Line 2	372603
Line 5: Divide Line 3 by the Year End FTE student enrollment	1183

Thank you.

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the - Board of Regents -

2017-18 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Young Women's College Prep Charter School -

PROJECTED BUDGET FOR 2017-2018 -

July 1, 2017 to June 30, 2018 -

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,671,868	214,400	-	-	-	5,886,268
Total Expenses	5,164,931	156,783	-	-	518,543	5,781,757
Net Income	506,937	57,617	-	-	(518,543)	104,511
Actual Student Enrollment	418	32				-
Total Paid Student Enrollment	358	32				390

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

Rochester City SD

\$13,090.00

Greece CSD

\$11,979.00

Gates-Chili CSD

\$13,359.00

East Irondequoit CSD

\$12,557.00

West Irondequoit CSD

\$11,413.00

4,908,750	214,400	-	-	-	5,123,150
71,874	-	-	-	-	71,874
26,718	-	-	-	-	26,718
62,785	-	-	-	-	62,785
22,826	-	-	-	-	22,826
5,092,953	214,400				5,307,353

Special Education Revenue

-	-	-	-	-	-
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Grants

Stimulus

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	-	-	-	-	-
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Other State Revenue

55,500	-	-	-	-	55,500
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TOTAL REVENUE FROM STATE SOURCES

5,148,453	214,400				5,362,853
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

-	-	-	-	-	-
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Title I

165,001	-	-	-	-	165,001
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Title Funding - Other

5,150	-	-	-	-	5,150
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School Food Service (Free Lunch)

339,264	-	-	-	-	339,264
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Grants

Charter School Program (CSP) Planning & Implementation

-	-	-	-	-	-
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Other

-	-	-	-	-	-
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Other Federal Revenue

-	-	-	-	-	-
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TOTAL REVENUE FROM FEDERAL SOURCES

509,415					509,415
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LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

-	-	-	-	-	-
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Erate Reimbursement

14,000	-	-	-	-	14,000
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Interest Income, Earnings on Investments,

-	-	-	-	-	-
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NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
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Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

-	-	-	-	-	-
---	---	---	---	---	---

Other Local Revenue

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

14,000					14,000
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TOTAL REVENUE

5,671,868	214,400				5,886,268
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EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

-

-	-	-	-	-	-
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Instructional Management

3.00

316,998	-	-	-	-	316,998
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Deans, Directors & Coordinators

1.00

95,000	-	-	-	-	95,000
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PROJECTED BUDGET FOR 2017-2018

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

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Total Revenue	5,671,868	214,400	-	-	-	5,886,268
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Net Income	506,937	57,617	-	-	(518,543)	104,511
Actual Student Enrollment	418	32				-
Total Paid Student Enrollment	358	32				390

		PROGRAM SERVICES			SUPPORT SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	2.00	-	-	-	-	190,038	190,038
Administrative Staff	4.00	-	-	-	-	143,000	143,000
TOTAL ADMINISTRATIVE STAFF	10	411,998				333,038	745,036
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	19.00	990,541	-	-	-	-	990,541
Teachers - SPED	2.00	-	115,218	-	-	-	115,218
Substitute Teachers	1.00	62,800	-	-	-	-	62,800
Teaching Assistants	1.00	32,000	-	-	-	-	32,000
Specialty Teachers	11.00	575,414	-	-	-	-	575,414
Aides	-	-	-	-	-	-	-
Therapists & Counselors	4.00	187,131	-	-	-	-	187,131
Other	-	25,000	-	-	-	-	25,000
TOTAL INSTRUCTIONAL	38	1,872,886	115,218				1,988,104
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	1.00	53,820	-	-	-	-	53,820
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	7.00	291,757	-	-	-	-	291,757
TOTAL NON-INSTRUCTIONAL	8	345,577					345,577
SUBTOTAL PERSONNEL SERVICE COSTS	56	2,630,461	115,218			333,038	3,078,717
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		235,522	11,083	-	-	30,480	277,085
Fringe / Employee Benefits		420,934	19,809	-	-	54,473	495,216
Retirement / Pension		201,544	9,484	-	-	26,082	237,110
TOTAL PAYROLL TAXES AND BENEFITS		858,000	40,376			111,035	1,009,411
TOTAL PERSONNEL SERVICE COSTS		3,488,461	155,594			444,073	4,088,128
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	-	20,000	20,000
Legal		12,500	-	-	-	-	12,500
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		-	-	-	-	6,500	6,500
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		158,000	-	-	-	-	158,000
TOTAL CONTRACTED SERVICES		170,500				26,500	197,000

SCHOOL OPERATIONS

Young Women's College Prep Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,671,868	214,400	-	-	-	5,886,268
Total Expenses	5,164,931	156,783	-	-	518,543	5,781,757
Net Income	506,937	57,617	-	-	(518,543)	104,511
Actual Student Enrollment	418	32				-
Total Paid Student Enrollment	358	32				390

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Board Expenses	-	-	-	-	3,500	3,500
Classroom / Teaching Supplies & Materials	50,000	-	-	-	-	50,000
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	20,000	-	-	-	-	20,000
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	37,000	-	-	-	-	37,000
Telephone	6,000	-	-	-	-	6,000
Technology	30,000	-	-	-	-	30,000
Student Testing & Assessment	60,000	-	-	-	-	60,000
Field Trips	10,000	-	-	-	-	10,000
Transportation (student)	50,000	-	-	-	-	50,000
Student Services - other	53,150	-	-	-	-	53,150
Office Expense	55,000	-	-	-	-	55,000
Staff Development	25,000	-	-	-	-	25,000
Staff Recruitment	6,000	-	-	-	-	6,000
Student Recruitment / Marketing	65,000	-	-	-	-	6,500
School Meals / Lunch	321,480	-	-	-	-	321,480
Travel (Staff)	7,000	-	-	-	-	7,000
Fundraising	-	-	-	-	-	-
Other	18,088	-	-	-	-	18,088
TOTAL SCHOOL OPERATIONS	813,718				3,500	758,718
FACILITY OPERATION & MAINTENANCE						
Insurance	37,265	1,189	-	-	14,945	53,399
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	480,189	-	-	-	25,273	505,462
Repairs & Maintenance	-	-	-	-	-	-
Equipment / Furniture	25,000	-	-	-	-	25,000
Security	4,000	-	-	-	-	4,000
Utilities	80,798	-	-	-	4,252	85,050
TOTAL FACILITY OPERATION & MAINTENANCE	627,252	1,189			44,470	672,911
DEPRECIATION & AMORTIZATION	65,000	-	-	-	-	65,000
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-
TOTAL EXPENSES	5,164,931	156,783			518,543	5,781,757
NET INCOME	506,937	57,617	-	-	(518,543)	104,511

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Rochester City SD	403	32	435
Greece CSD	6		6
Gates-Chili CSD	2		2
East Irondequoit CSD	5		5
West Irondequoit CSD	2		2

Young Women's College Prep Charter School

PROJECTED BUDGET FOR 2017-2018

July 1, 2017 to June 30, 2018

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,671,868	214,400	-	-	-	5,886,268
Total Expenses	5,164,931	156,783	-	-	518,543	5,781,757
Net Income	506,937	57,617	-	-	(518,543)	104,511
Actual Student Enrollment	418	32				-
Total Paid Student Enrollment	358	32				390

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	418	32	450			
REVENUE PER PUPIL	13,569	6,700	-			
EXPENSES PER PUPIL	12,356	4,899	-			

[illegible]

[illegible]

<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

JENNIFER ALLEN

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

YWCP

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
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NONE

NONE

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Please write "None" if applicable. Do not leave this space blank.

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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>Please write "None" if applicable. Do not leave this space blank.</i>				
	NONE			


6-2-2017

Signature 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: _____

<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

K. Brooke Stafford-Brizard

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep Charter School of Rochester

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member; Executive Committee Member

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank.

None			
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
None please write "None" if applicable. Do not leave this space blank.				

Signature *[Signature]* Date 7/15/17

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:

Disclosure of Financial Interest by a Charter School Education Corporation Trustee

Trustee Name:

Jared Longmore

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

<i>Please write "None" if applicable. Do not leave this space blank.</i> <i>None</i>			
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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>Please write "None" if applicable. Do not leave this space blank.</i> <i>None</i>				

Jared Jorgmoll
Signature

6/2/17
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: _____

Disclosure of Financial Interest by a Charter School Education Corporation Trustee

Trustee Name:

Laura E. O. Norris

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

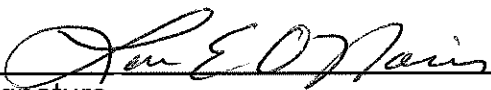
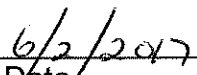
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank. <i>None</i>			
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank. <i>None</i>				

Signature _____ 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: _____

Disclosure of Financial Interest by a Charter School Education Corporation Trustee

Trustee Name:

Jennifer Weinstein

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

member

2. Is the trustee an employee of any school operated by the Education Corporation?

Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank.		
---	--	--

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
None				

Signature J. Weinstein Date 6/2/17

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: _____

<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

BARBARA JARZYDIECKI

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep Charter
School of Rochester

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

BOARD SECRETARY

2. Is the trustee ~~an~~ employee of any school operated by the Education Corporation?
☐ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank.			
NONE	NONE	NONE	NONE

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
NONE	NONE	NONE	NONE	NONE

Barbara J. J. J. J. J.
Signature

6/1/17
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: _____

<p align="center">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>

Trustee Name:
Carolyn Vacca

Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):
Young Women's College Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

None

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

NONE	NONE	NONE	NONE
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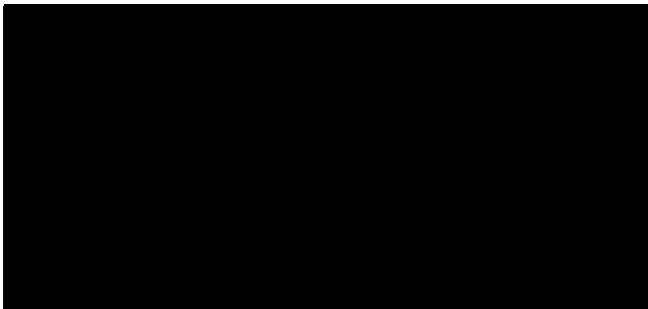
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed 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
NONE	NONE	NONE	NONE	NONE

Carolyn J. Vacca
Signature

5/3/17
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.





<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

DUFFY PALMER

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

YOUNG WOMEN'S' COLLEGE PREP CHARTER
SCHOOL OF ROCHESTER

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes ✓ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

 Yes ✓ No

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


4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank.			
NONE			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
NONE				


 Signature

06.02.2017
 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.

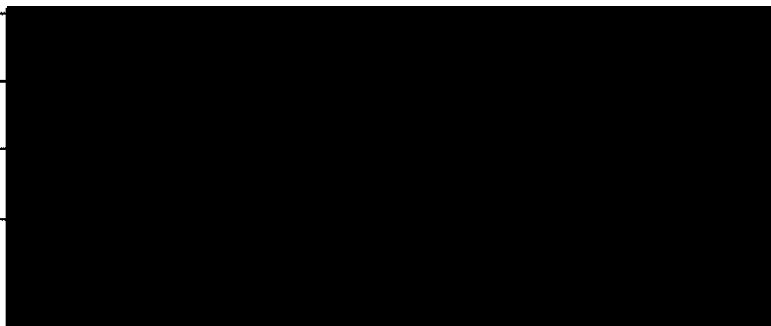
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

Cynthia Woolbright

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Chair, YWCP Foundation Board

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
<u>None</u>			

Please write "None" if applicable. Do not leave this space blank. <i>None</i>	
--	--

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
		<i>None</i>		

Signature *[Signature]* Date *June 2, 2017*

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.

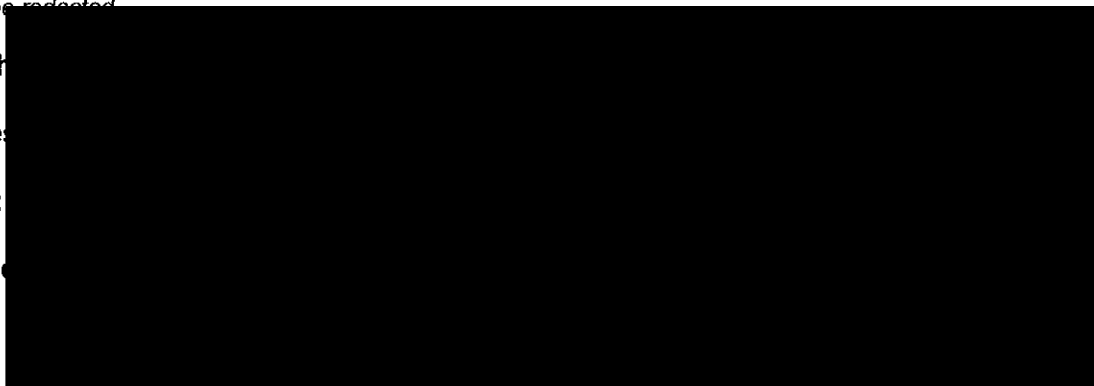
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

Erika J. Duthiers.

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep Charter School of Rochester

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee, Chair of Governance & Executive Committee Member

2. Is the trustee an employee of any school operated by the Education Corporation?

☒ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

<u>N</u>	<u>O</u>	<u>N</u>	<u>E</u>
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Please write "None" if applicable. Do not leave this space blank.

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
	<u>N</u>	<u>O</u>	<u>N</u>	<u>E</u>

Gilda J. Duff
Signature

June 2, 2017
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: _____

<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

Pamela Kissel

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Chair of education committee

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank.			
None			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
None				

Samuel W. Kissel June 2, 2017
 Signature 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: None

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____

<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

Suzanne Johnston

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Wona's ~~Charter~~ College Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

___ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

None

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 yourself

Please write "None" if applicable. Do not leave this space blank.			
NONE			

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
NONE				

Signature Steve H. Pansh Date 6/2/17

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.

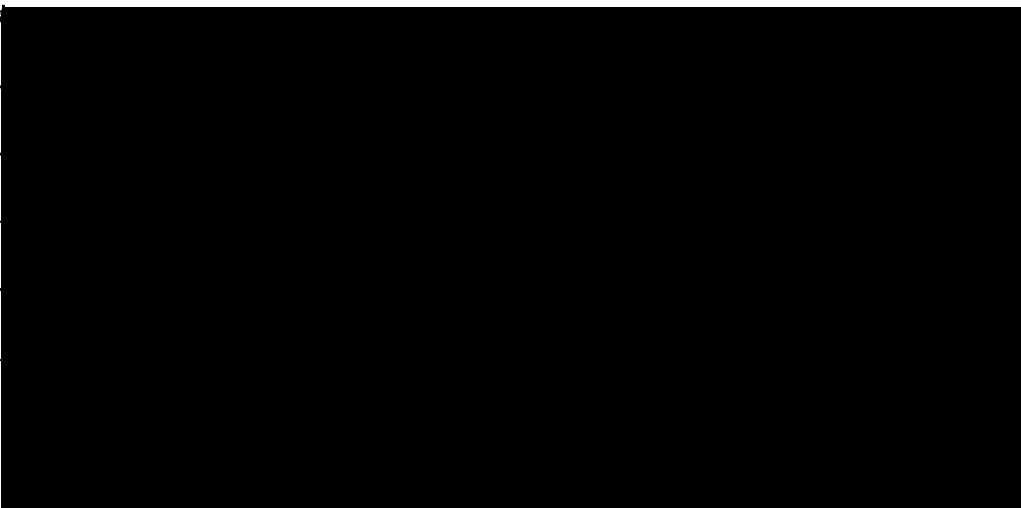
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



Disclosure of Financial Interest by a Charter School Education Corporation Trustee

Trustee Name:

Mary Elizabeth Robinson-Vay

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Woman's College Prep Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank. NONE		
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
NONE				

Signature Mary E Robinson Date 6.2.17

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.

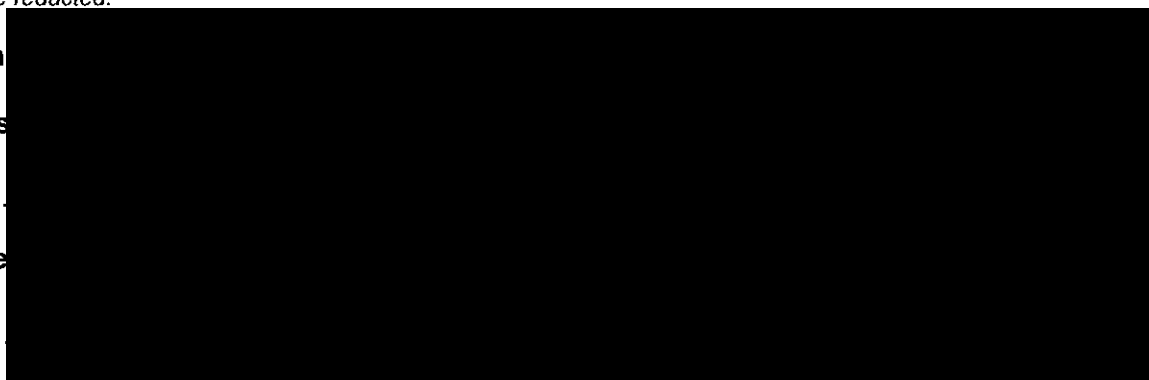
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name: Jennifer Vossler

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Treasurer

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

<i>Please write "None" if applicable. Do not leave this space blank.</i>			
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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>Please write "None" if applicable. Do not leave this space blank.</i>				
None				

Jennifer R. Vossler
Signature

6/2/17
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 Telep

Business Address

E-mail Address

Home Telephone

Home Address:

**Disclosure of Financial Interest by a Charter School Education Corporation
Trustee**

Trustee Name:

Flore M. Colon

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Women's College Prep Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
2. Is the trustee/an employee of any school operated by the Education Corporation?
☐ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

<i>None</i>	<i>Please write "None" if applicable. Do not leave this space blank.</i>		
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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>	<i>Please write "None" if applicable. Do not leave this space blank.</i>			

Thuy. Colin

Signature

Date

6/2/17

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:

<p align="center">Disclosure of Financial Interest by a Charter School Education Corporation Trustee</p>

Trustee Name:

Phoebe Reynolds

Name of Charter School Education Corporation (for an education corporation that oversees one school only, this is the Charter School Name):

Young Womens college prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). None

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
<u>None</u>			

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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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>Please write "None" if applicable. Do not leave this space blank.</i>				
None				

Phoebe Reynolds
Signature

7/13/17
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.

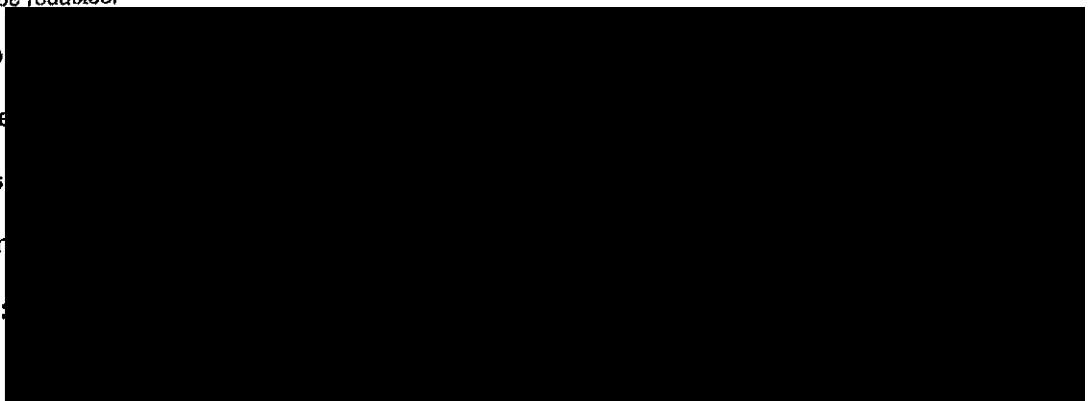
Business Telep

Business Address

E-mail Address

Home Telephone

Home Address





Entry 9 BOT Table

Created: 07/12/2017 • Last updated: 07/31/2017

(tab across or use scroll bar at bottom of table)

1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Jennifer Allen		Trustee/Member	Executive (17-18) Development Governance (Ad Hoc)	Yes	Strategic Planning, Governance, Operations	1st Term, 3 Years, 12/21/16 - 12/21/19	6
2	Flor Colon		Vice Chair/Vice President	Executive, Facilities (ad Hoc)	Yes	Legal, Strategic Planning, Partnerships	2nd Term, 3 years, 6/5/15-6/18	9
3	Erika Duthiers		Trustee/Member	Executive Governance (Ad Hoc)	Yes	Legal	2nd Term, 3 years, 6/5/14-6/17 Term Expire	7

							d 6/17	
4	Barbara Jarzyniecki		Secretary	Executive Communications (Ad Hoc)	Yes	Marketing, Public Relations, Project Management	2nd Term, 3 years, 5/5/17-5/5/20	10
5	Suzanne Johnston		Trustee/Member	Performance Review Education	Yes	Urban Education, Leadership, Management	1st Term, 3 years 11/7/17-11/17	5 or less
6	Pam Kissel		Trustee/Member	Performance Review Education	Yes	Education, Instruction, Teaching, Professional Development	1 Term, 3 years, 6/16-6/19	8
7	Jared Longmore		Trustee/Member	Executive (17-18) Development	Yes	Development. Fund Raising, Leadership, Marketing	1st term, 3 years, 1/25/17- 1/20	5 or less
8	Laura Norris		Trustee/Member	Executive 17/18 Audit Finance Facilities (Ad Hoc)	Yes	Business Strategy, Data Analysis, Contracting	2nd Term, 3 years 5/5/17-5/5/20	11
	Duffy		Chair/Board	Executive Perfor		Education, Relatio	2nd term, 3 years,	

9	Palmer		President	Performance Review Education	Yes	Membership Development	6/6/14-6//17, Term Expired 6/17	10
10	Phoebe Reynolds		Trustee/Member	Finance	Yes	Finance	1st term, 3 years, 1/25/17-1/20	5 or less
11	Mary Beth Robinson		Trustee/Member	Health and Wellness (Ad Hoc)	Yes	Pediatrics, Health and Wellness	1 term, 3 years, 12/4/15-12/18	11
12	K. Brooke Stafford-Brizard		Trustee/Member	Performance Review	No	Education, Data Strategy, Evaluation, Knowledge Development, Research	2nd term, 3 years, Resigned 3/2/17	5 or less
13	Carolyn Vacca		Trustee/Member	Education, Strategic Planning, Human Resources, Management	Yes	Education	1st term, 6/2/17-6/2/20	5 or less
14	Jenny Vossler		Treasurer	Executive, Finance	Yes	Accounting, Finance	2nd term, 3 years, 6/5/15-6/18	6
				Develo		Govern	1st	

15	Jennifer Weinstein		Trustee/Member	Development. Communications (Ad Hoc)	Yes	Finance, Marketing/Communications	3 years, 1/25/17-1/20	6
16	Cynthia Woolbright		Trustee/Member	Development	Yes	Board Governance, Leadership Development	1st term, 3 years, 12/21/16-12/21/19	7
17								
18								
19								
20								

2. Total Number of Members on June 30, 2016 15

3. Total Number of Members Joining the Board 2016-17 School Year 5

4. Total Number of Members Departing the Board during the 2016-17 School Year 1

5. Number of Voting Members 2016-17, as set by the by-laws, resolution or minutes 15

6. Number of Board Meetings Conducted in the 2016-17 School Year 11

7. Number of Board Meetings 12

Scheduled for the [2017-18](#)

School Year

Thank you.



Entry 10 - Board Meeting Minutes

Last updated: 07/31/2017

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2016--June 2017.

A. Provide a URL link to the (No response)

Monthly Board Meeting Minutes
which are posted on the School's
web page.

OR

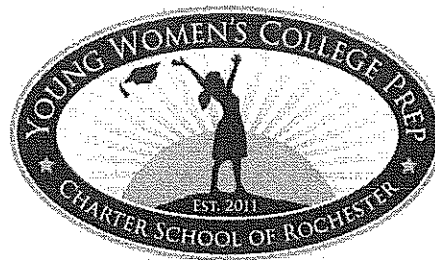
B. Upload All Monthly Board Meeting Minutes

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/11055549/wNFCVDEEJA/>

YWCP Board of Trustees Meeting

Date: Friday, September 9, 2016
Time: 7:30 am
Location: Young Women's College Prep
133 Hoover Drive



Minutes

Board of Trustees Present: *Duffy Palmer (Chair), Flor Colon, Erika Duthiers, Pam Kissel, Barbara Jarzyniecki, Suzanne Johnston, Laura Norris, Mary Beth Robinson-Vay, Brooke Stafford-Brizard, Jenny Vossler*

School Administration Present: *Toyia Wilson, Barbara Hasler*

YWLN Network representative; Laura Rebell-Gross, YWCP co-founder

Foundation Board: *Lauri Bonnell, Director of Development*

I. Call to Order

Palmer called the meeting to order at 7:35 am.

II. Roll Call:

Barbara Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership. All Board Members were present.

III. Communications to the Board:

There were no communications sent to the Board.

IV. Public speakers: There were no speakers registered to speak.

V. Approval of the May 6, 2016 and June 3, 2016 Regular Meeting Minutes: Duffy Palmer

Laura Norris motioned to accept and approve the May 6, 2016 Regular Meeting Minutes. Mary Beth Robinson-Vay seconded the motion. All were in favor. Motion carried unanimously.

Robinson-Vay motioned to accept and approve the June 3, 2016 Regular Meeting and Board Retreat Minutes. Flor Colon seconded the motion. All were in favor. Motion carried unanimously

Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: Duffy Palmer

1) Approval of Board Schedule for 2016-2017 (July and August Dates to be Determined)

Palmer presented the Board's Schedule of Meetings for the 2016-2017 School Year. He asked for a motion to approve the schedule. Colon advanced the motion and Norris seconded the motion. All were in favor. The Schedule was approved and posted on the school's website and is displayed in the school's main office.

2) SED Re-Authorizations Visit (September 22-23, 2016) Board at 8:00 am

Palmer informed the Board that the SED Re-authorization visit is scheduled for September 22-23, 2016. He stated that he confirmed the Board meeting with Nicole Henderson, SED representative for Friday, morning (9/23) at 8:00 am. He stated that it was important to have as many members of the Board present given the significance of the visit and to lend support to Principal Wilson.

3) Palmer welcomed and congratulated Lauri Bonnell on her appointment to the position of Director of Development.

VII. Strategic Planning Committee: TBD

Palmer stated that a new chair will be assigned to the Committee following re-authorization.

VIII. Real Estate: Flor Colon

Colon stated that the lease for the new site was signed in late July. She indicated that a further review of the Committee's role and responsibilities will take place in accordance with the original Charter.

IX. Finance Committee Report: *Jenny Vossler*

Vossler stated that there were a few adjustments to the FY17 Budget. She perceives no issues as this point.

X. Audit Committee Report: *Laura Norris*

Norris stated that the Committee met with the Bonadio Group to start the discussion of the external audit. She stated that the audit starts on Monday meeting the requirements of the State.

XI. Governance Committee Report: *Erika Duthiers*

- 1) *Election of Officers: Postponed until the October meeting.***
- 2) *Nominations for Potential Board Members***

Duthiers stated that she has had several discussions with Jennifer Allen (Governance Chair, Foundation Board). She stated that there are several recommendations for nominees from the Foundation Board to join the Board of Trustees. She expressed that there is a need to focus on developing the Board and succession planning for Board's membership highlighting the six areas of interest and skill gaps. The following list of names represents individuals interested in joining the Board and going through the application process. Duthiers highlighted the skill set and experience for each individual. She stated that many of the nominees have led and participated on various committees with the Foundation Board and have proven their commitment to YWCP. She stated that the members of the Foundation Board will resign from that Board to join the YWCP Board of Trustees.

Palmer stated that under the Education field, he asked Carolyn Vacca to join the Board following her guidance during the YWCP Principal Search and her expertise and experience in the private and public education system including her present employment as a professor at St. John Fisher College.

- Governance – Jennifer Allen, Jennifer Weinstein, Cynthia Woolbright
- Development – Jared Longmore, Cynthia Woolbright
- Strategic Planning – Cynthia Woolbright
- Education – Annette Ramos, Carolyn Vacca
- Marketing & Communications – Jennifer Weinstein, Annette Ramos

- Finance – Phoebe Reynolds

Palmer stated it was important to bring on additional members to the Board to address gaps and vacancies that will occur when the founding member terms expire next year.

Duthiers advanced for a motion to approve the nominees to the Board (as listed above). Colon seconded the motion. All were in favor. The action was adopted unanimously. Palmer stated that while the process of applying is moving forward, the new nominees will be asked to join perspective committees aligned with their interests and skills.

Duthiers stated that it was important to change the agenda and structure of Board meetings to strictly focus on the school's academic performance and results within the areas of the Charter's Benchmarks. She stated that other reports to the Board will be required quarterly.

Duthiers referred to 2 documents sent to the Board prior to the meeting regarding the roles, duties and responsibilities of a Board of Trustee. She began a discussion on the following statements:

Make reasonable efforts to give an annual financial contribution or gift in kind and support any capital campaigns at a level that is personally meaningful

Make an annual gift at a level that is personally meaningful

All members of the Board agreed to the responsibilities. Vossler stated that there should be a firmer expectation set for Board members.

Duthiers highlighted the following and stated that it was important to enhance YWCP standing within the community by fulfilling the responsibilities listed below.

- *Provide for a written annual report and public presentation that details YWCP's mission, programs, financial condition, and progress made towards charter promises.*
- *Approve goals of an annual public relations program.*

Jarzyniecki mentioned the work over the summer with the interns from Dixon & Schwab in creating a marketing and public relations plan for recruitment. She stated that under her report, the group is making a presentation.

XII. Performance Evaluation: *Pam Kissel*

Kissel stated that the Committee met with Principal Wilson to go over her self-evaluation and performance evaluation from the Board. She stated that some of the areas where the Committee rated her as 'highly effective,' Principal Wilson rated herself as 'effective.' The Committee used the Marzano rubric to evaluate her performance. Kissel stated Committee members agreed that this rubric was not specific to the agreed upon school goals and benchmarks. It was the Committee's suggestion to refine the evaluation tool to reflect Principal Wilson's goals aligned with Charter benchmarks and monthly reports. Kissel stated that the Committee appreciates and admires the fact that her self-evaluation directly focused on goals and the areas of improvement. The Board agreed to revise the evaluation tool to focus on the needs of the school and stated goals for the year.

Colon asked whether the YWLN network have a standard evaluation for evaluating the performance of its principals that the Board could review and adjust.

Laura Rebell-Gross stated that she would ask the Superintendents of network schools for the established evaluation tool. She felt that the evaluation used at the Baltimore network school would be the strongest.

Brooke Stafford-Brizard referred to the Committee's purpose as outlined in the original charter. She stated that the Committee's work is to focus on school performance against the goals listed on dashboard, effective practices in other charter schools and tracking performance of the school. She stated that the Committee should meet monthly.

XIII. Health and Wellness Committee Report: *Mary Beth Robinson-Vay*

Robinson-Vay stated that the application process for the new food service program was extensive and stated that the school was able to meet the September 1st State deadline. She thanked Barbara Hasler, Director of Operations for following through on all aspects of the application.

XIV. Communications Committee: *Barbara Jarzyniecki*

1) *DRAFT – Board Policy Manual*

Jarzyniecki referred to the Board's 2016-2017 Board Policy Manual distributed prior to the Board meeting. She stated that it is a compilation of all Board policies and the Staff and Student/Parent Handbook which includes policies and procedures. She stated that the Policies within the Manual are codified listing the last review and approve date of all Policies acted upon at the Board's June retreat. Jarzyniecki stated that she will take on the responsibility of updating the Manual as Board Policies are developed, reviewed and adopted on an annual and monthly basis. All Policies will be reviewed prior to the June Retreat and approved at the Retreat.

Duthiers asked that the signature on the by-laws be changed to the present Board Secretary.

Principal Wilson stated that the student's "Code of Conduct" Policy was changed and she would forward a copy to SED and the Board for approval.

Jarzyniecki referred to the proposed organization structure presented at the June retreat. It was confirmed that the 2016-2017 organizational chart that was part of the re-authorization application stands approved.

2) *Introduction Ryann Bouchard, Dixon & Schwabl Marketing Proposal presented from Interns*

Jarzyniecki introduced Ryann Bouchard, Public Relations Manager (D&S) and a member of the YWCP Communications Committee. She introduced the 3 interns who developed the marketing and public relations plan for the school over the summer. Each of the interns introduced multiple strategies to recruitment and enroll students, reach families and market the school within areas to reach YWCP's target populations. The marketing plan for grand awareness included strategies for media coverage, social media, community outreach through various advertising venues, building a brand ambassador program, revamp marketing materials focused more for the family highlighting the mission and key design elements, and several ideas for the grand opening and ribbon cutting ceremony.

XV. Principal's Report: *Toyia Wilson*

1) *Opening of Schools Report*

Academic Performance Data

Principal Wilson shared a comprehensive document with the school wide academic performance data from State tests and Regents exams. She highlighted comparisons to other charter schools and the Rochester City School District. She stated that the majority of students reside in the city of Rochester.

She expressed her concern with the 8th grade math scores and stated that the school is moving away from taking the test and will place all 8th grade students in Algebra. This move will provide the students with the opportunity to take Regents exams aligned with Mission. She pointed out that charter schools with similar grade levels demonstrate the move to Algebra.

She discussed the results of the Regents exams and stated that Earth Science is a problem area and there is a need to address for future success.

Priority School Status

She referred to the Priority School status and asked the Board to review the Action Plans identifying and addressing the five target areas. Folder was distributed prior to the meeting. The Action Plans list concrete solutions for improvement in target areas: overall school performance, ELA, Math (7th & 8th grade), Science 8 and enrollment. She stated that a report is planned for each area every 5 weeks and stated that this work should drive the Educations Committee's agenda.

Enrollment

Principal Wilson stated that more than 100 new students have applied. The enrollment numbers were enrolled across all grade levels are recorded within the report sent prior to the meeting. She stated that there are a few seats left at the 7 grade level. All students enrolled will receive services according to targeted needs, strengths and weakness after a review of past academic performance records. She plans to review performance periodically and shift student schedules if weaknesses still exist. She

stated that she assigned 4 ELA and Math Specialists to support all students with schedules built within the school day.

Staffing

Principal Wilson stated that the school lost a counselor and behavior specialist due to other opportunities and incentives from another school districts (e.g. funding for advancement degrees). She stated that the position is advertised and applications are being received. She stated that the pool is limited because she is asking for experience. She stated that despite the loss, all college visits are scheduled and plans for the administering of the PSAT next month are underway.

Several Board members asked for the reasons why other teachers left YWCP. Hasler stated that four teachers did not return (2) non-renewal of contracts due to ineffectiveness, (1) displacement and (1) went to a suburban school. She stated that the school was able to retain staff because of the move to the Teacher Retirement System.

Curriculum

Principal Wilson stated that this year all 8th grade students are taking Algebra. Over the summer, the Math department realigned the curriculum and lesson plans. Given the school's mission and preparation for more advanced courses and college, she is planning to have all 8th grade students take US History in the near future.

Updates:

- A Leadership Retreat was held with the administrative team. J. Jason Berman (professor of management at St. John Fisher College), an expert in leadership and organizational behavior, worked with the team reviewing school goals and benchmarks. He helped the team identify the next steps important to improving the work of the School-Based Planning Team and structure professional development during the school year.
- As a result of a grant awarded from AT&T, students will work with RIT students focusing on careers in science at a college level.
- Book Circles: Selected books for Professional Development throughout the school year: *Girls & Sex* (Peggy Orenstein) and *Push Out* (Monique Morris).
- Curriculum Mapping for Alg. 1 is underway.

XVI. School Operations: *Barbara Hasler*

Hasler presented seven Policies for review prior to the Board meeting. She stated that as a result of the Audit initiated by the Division of Local Government and School Accountability, several recommendations were made to develop and implement several policies for consideration which are listed below within the resolution.

2016-2017: #1

Whereas, an Internal Audit was initiated by the Division of Local Government and School Accountability of the Office of the State Comptroller and took place during the fiscal year 2015-2016; and

Whereas, recommendations addressing the area of IT were advanced by the State Comptroller's Office; and therefore be it

Resolved, that as a result of the audit and action plan the following policies were developed:

- 1) Back-Up Procedures*
- 2) Disaster Recovery Plan*
- 3) Information Security Breach and Notification Policy*
- 4) Password Policy*
- 5) Protection of PPSI Policy*
- 6) User Account and Access Rights Policy*
- 7) Policy Review*

And further be it

Resolved, that the YWCP Board of Trustees approve all required Policies, distribute to all staff and include within the Board's Policy Manual.

Palmer asked for a motion to accept and approve Resolution #1, listing several policies pertaining to IT procedures and as recommended by the State.

Prior to the motion, Laura Norris referred to the Back-Up Procedures Policy. She asked that a statement be added to the Policy "noting that the back-up discs are encrypted."

Members of the Board agreed. Palmer again asked for a motion accepting the change to the Back-Up Procedures Policy.

Suzanne Johnston advanced the motion, Pam Kissel seconded the motion. All were in favor. Resolution #1 2016-2017 was adopted unanimously. Jarzyniecki stated Policies will be added to the Board's Policy Manual.

Opening of School Updates from Operations Office

- The move to the Hoover St. address took longer than expected and went smoothly.
- A decision was made to employ the nurse who worked with the school in the past. An offer was made and the nurse accepted the job. Hasler stated that she will explore reimbursement for this position <from?>. Robinson-Vay asked that the nurse participate on the Health and Wellness Committee.
- Food Service Program

Hasler and Robinson-Vay stated that the SED application process was more involved than expected. In order to apply, a signed lease had to accompany the application. The lease was signed in late July and the application deadline of September 1st was met.

Hasler stated that additional personnel were required and their supervisor must have certain credentials. Hasler stated that Roberta McInnis holds the proper certification to supervise the program and employees. In addition, Hasler stated that she applied for a separate permit from the Monroe County Health Department for the equipment and use of the kitchen. She stated she will proceed with the reimbursement procedures.

- A few transportation issues regarding early dismissal are being addressed.
- Staffing is in a good position and the school is seeking a chemistry teacher and additional counselor.

XVII. YWCP Foundation Report: *Cynthia Woolbright, Lauri Bonnell*

Bonnell provided updates regarding the Annual Leadership Breakfast and the latest fundraiser. She stated that on 11/29, YWCP is partnering with other non-profit

organizations (Willow Domestic Violence Center) in a ROC the Day Celebration at The Playhouse//Swillburger.

XVIII. Old Business: None

XIX. New Business: None

XX. Adjourn to Executive Session: Personnel Matter, or other: None

XXI. Adjournment: Next Meeting: Thursday, October 6, 2016 at 6:30 pm

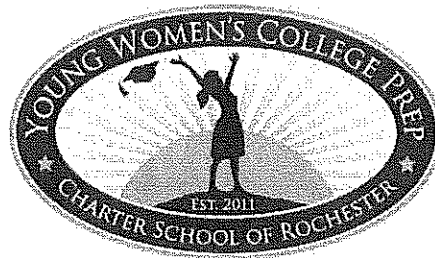
Palmer asked for a motion to adjourn the meeting. Norris advanced the motion and Kissel seconded the motion. The meeting was adjourned at 9:50 pm. The next meeting is Thursday, October 6, 2016 at 6:30 pm.

Minutes officially approved on November 4, 2016

Respectfully Submitted: Barbara Jarzyniecki, Board Secretary

YWCP Board of Trustees Meeting

Date: Thursday, October 6, 2016
Time: 6:30 pm
Location: Young Women's College Prep
133 Hoover Drive



Minutes

Board of Trustees Present: *Duffy Palmer (Chair), Flor Colon, Barbara Jarzyniecki, Suzanne Johnston, Laura Norris, Mary Beth Robinson-Vay, Jenny Vossler*

Absent: *Erika Duthiers, Pam Kissel, Brooke Stafford-Brizard*

School Administration Present: *Toyia Wilson*

Foundation Board: *Lauri Bonnell, Director of Development*

I. Call to Order

Palmer called the meeting to order at 6:35 pm.

II. Roll Call:

Barbara Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership. All Board Members were present.

III. Communications to the Board:

There were no communications sent to the Board.

IV. Public speakers: There were no speakers registered to speak.

V. Approval of the September 9, 2016 Regular Meeting Minutes: Duffy Palmer

Laura Norris motioned to accept and approve the September 9, 2016 Regular Meeting Minutes. Flor Colon seconded the motion. All were in favor. Motion carried unanimously.

Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: Duffy Palmer

Palmer stated that there were no new nominations for the positions of standing officers. It was confirmed that the present officers are prepared to continue the responsibility for the 2016-2017 school year. Palmer called for a motion to accept the Board slate for officers:

Duffy Palmer, Chair

Flor Colon, Vice Chair

Barbara Jarzyniecki, Board Secretary

Jenny Vossler, Treasurer

Norris advanced a motion and Mary Beth Robinson-Vay seconded the motion. All were in favor. The motion was adopted unanimously.

Palmer stated that Committee Chairs remain the same for the school year 2016-2017.

VII. Strategic Planning Committee: *TBD*

VIII. Real Estate: *Flor Colon*

Colon asked the Board to give her authorization to start the conversation with various parties to terminate the lease with the school community.

Palmer asked for a motion. Norris advanced the motion, Robinson-Vay seconded the motion. All were in favor. The motion was adopted unanimously.

Palmer brought up the fact that since the school is now in a permanent location, the name of the Real Estate Committee should be changed to Facilities Committee aligned with original Charter.

IX. Finance Committee Report: *Jenny Vossler*

Documents sent to the Board prior to the meeting for review

- 1) *August Dashboard*
- 2) *Budget (Revised)*
- 3) *Balance Sheet (Revised)*
- 4) *PL vs Budget (Revised)*

Vossler stated that she is meeting with the Finance Committee in the following week. The main agenda item: formally approve the Budget projections given the offsets made in the last few months.

She referred to the Profit and Loss vs Budget document. She stated that adjustments were made due to a decrease in reimbursements referring to the Title 1 funds as one example. She indicated that there still is a healthy surplus of \$300,000 and cash in the bank. Vossler mentioned the award of the Farash Grant (\$94,000) to cover physical activities and athletic items which helped offset expenses within the budget.

Vossler added that the addition of more students than projected keeps the revenue on track. Principal Wilson stated that more students have applied since the initial report.

She discussed the medical benefit line item of the Budget stating that fewer members of staff opted for the family plan, therefore, cost for medical benefits was lower than projected.

Vossler listed the additional expenses included in the revised budget: personnel added (nurse, additional reading and math specialists, locker room worker, building substitutes). She added that the position of the college counselor currently vacant remains in the budget at full cost and the funds budgeted for the library position are not needed at this time.

Principal Wilson stated that the teachers devised an alternative to hiring the librarian, they created a "library on wheels" for the students to enjoy and select reading material. Students were thrilled with the selections and excited with the new system.

Several members of the Board began to discuss the per pupil allocation in comparison to the City and Suburban public school systems. Palmer stated that the school receives \$12,960 per pupil, 75% allocation from the State and no dollars for facilities. It was estimated that the City and Suburban per pupil allocation is around \$21,000.

X. Audit Committee Report: *Laura Norris*

Norris stated that the meeting with the external auditors (The Bonadio Group) is October 24 to review the final report.

**XI. Governance Committee Report: *Erika Duthiers*
No Report**

**XII. Performance Evaluation: *Pam Kissel*
No Report**

XIII. Health and Wellness Committee Report: *Mary Beth Robinson*

Robinson-Vay stated that she is planning a meeting for the next week. Palmer stated that a meeting was held with the catering staff, State reimbursement was approved as well as the salary increase for the Food Service supervisor.

**XIV. Communications Committee: *Barbara Jarzyniecki*
No Report.**

Jarzyniecki stated that she received Phoebe Reynolds's complete Board of Trustees's application and background check documentation. She added the following resolution to the agenda and asked for a vote to be taken. She stated that this resolution accompanies the full application to SED for its approval. Jarzyniecki read the resolution.

Resolution #2 (2016-17): *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 Phoebe Reynolds as a final candidate to its Board of Trustees, with a term expiring on October 2019, pending approval by SED. The resolution approving Phoebe Reynolds is formally adopted upon SED's approval.*

Palmer asked for a motion to accept the resolution. Suzanne Johnston advanced the motion and Robinson-Vay seconded the motion. All were in favor. The resolution was adopted unanimously.

XV. Principal's Report: *Toyia Wilson*

State Visits

Renewal

Principal Wilson stated that the document you received prior to this meeting was the final step in the renewal process and completed application. She expressed her appreciation to the members of the Board for their input and review over the past several months. She also felt that the first visit went very well given the feedback she received from SED representatives.

Office of Accountability

Principal Wilson reported on the visit from the Office of Accountability. YWCP was selected because of its Priority School status. She stated that the Northeast Charter School Network told her the selection was due the schools reputation - *"the good things happening at the school."* Representatives from the State, Buffalo and the United Kingdom participated in the school review. She stated that this visit had a different purpose with high level feedback regarding the overall school program initiatives. She stated that the group was impressed with the systems in place over the last year, endorsed the work and followed up with concrete recommendations to enhance the programs. She added that she was part of shaping the recommendations and highlighted next steps for improvement in the 5 priority areas using data to determine impact.

Enrollment

Principal Wilson reported that 207 applications were received and there are 351 students presently enrolled with a waiting list at grades 8-11. She stated that 71 applications were received for 7th grade.

PRIDE Initiative

Principal Wilson shared PBIS Data with the Board. She was extremely happy with the increase of PRIDE bucks in comparison with October 2015. She stated that the increases occurred in the Integrity, Dedicated and Excellence categories.

Attendance

An attendance report was shared. Principal Wilson was disappointed with the results from the last two months (87%). Attention on attendance is focused in the 7, 8, & 9 grade levels. She did express that illness did play a part in student absenteeism. She stated her target across grade levels is 95% and is working with students and families to achieve this percentage.

Graduation Tracking

Principal Wilson shared cohort tracking data for each student and grade level. She stated that the first graduating class - Class of 2018 are 100% on track for graduation. Of the 61 student in this class, 30% are on track for an YWCP Diploma Endorsement, 30% are on track for the Regents Diploma with Advanced Designation and 40% are on track for the Regents Diploma. Board agreed that this information is extremely important to review and thanked Principal Wilson. She mentioned the other grade levels during her report stating that several students in the 9th grade have high school credits, received in the 8th grade.

She stated that all students have a Graduation Plan to keep them on track, college visits are set-up and college recruiters are meeting with the students.

Other important items:

- A consultant with extensive and worldly college recruiting and professional development experience was hired to work with teachers, counselors, students and families. Principal Wilson stated that it was important to grow the counseling department (grade 7-12) to better prepare students for the social emotional aspect of the road to attend college. She stated that counselors drive Advisory and plan to push the elements pertaining to preparation for college during the morning sessions.
- Library on Wheels: Principal Wilson stated previously that a system was set up to address the hiring of the librarian. The Literacy Committee proposed the alternative and established a "library on wheels" whereby students review, select, and return books at various times during the day.

XVI. School Operations: *Barbara Hasler* No Report

XVII. YWCP Foundation Report: *Cynthia Woolbright, Lauri Bonnell*

Lauri Bonnell stated that all tables are sold for the Leadership Breakfast and there is still room for sponsor ads for the program book.

She presented a list of Donors and Prospects that the Foundation would like to reach, cultivate and solicit over the next couple months. She asked the Board to review and indicate whether there is a relationship.

Other Events Planned:

United Way's Roc the Day, November 29th, Swillburger
Cool Women/Hot Jobs, February 10th

XVIII. Old Business: None

XIX. New Business: None

XX. Adjourn to Executive Session: Personnel Matter, or other

Palmer asked for a motion to enter into Executive Session to discuss a Personnel Matter. Johnston advanced the motion and Colon seconded the motion. All agreed.

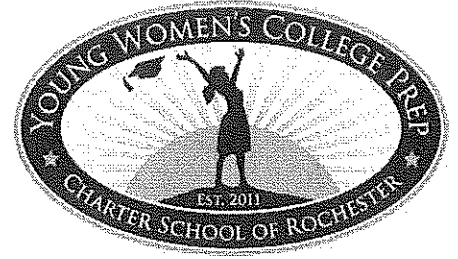
Following the discussion, Palmer asked for a motion return to the Business Meeting. Norris advanced the motion and Colon seconded the motion.

XXI. Adjournment: Next Meeting: Friday, November 4, 2016

Palmer asked for a motion to adjourn the meeting. Colon advanced the motion, Norris seconded the motion. The meeting ended at 8:25 pm.

YWCP Board of Trustees Meeting

Minutes officially approved on December 2
Respectfully Submitted: Barbara Jarzyniecki



Date: Friday, November 4, 2016
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive

Minutes

Board of Trustees Present: *Duffy Palmer (Chair), Erika Duthiers, Barbara Jarzyniecki, Pam Kissel, Laura Norris, Mary Beth Robinson-Vay, Jenny Vossler*

Absent: Flor Colon, Brooke Stafford-Brizard

School Administration Present: *Toyia Wilson, Barbara Hasler*

Foundation Board: *Cynthia Woolbright, Chair, Foundation, Lauri Bonnell, Director of Development*

Guests: Jennifer Allen, Jennifer Weinstein, Jared Longmore (new applicants to the Board of Trustees)

I. Call to Order

Palmer called the meeting to order at 8:05 am.

II. Roll Call:

Barbara Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board:

There were no communications sent to the Board.

IV. Public speakers: There were no speakers registered to speak.

V. Approval of the October 6, 2016 Regular Meeting Minutes: *Duffy Palmer*

Laura Norris motioned to accept and approve the October 6, 2016 Regular Meeting Minutes. Mary Beth Robinson-Vay seconded the motion. All were in favor. Motion carried unanimously.

Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer, No Report*

VII. Strategic Planning Committee: *No Report*

VIII. Facilities Committee Report: *Flor Colon, No Report*

IX. Finance Committee Report: *Jenny Vossler*

- 1) *September Dashboard*
- 2) *FY17 Budget*
- 3) *September Balance Sheet*
- 4) *September PL vs Budget*
- 5) *The Bonadio Group (External Audit and Recommendation Letter)*

Vossler reported that the Finance Committee met reviewed revisions to the budget and status as of November. She stated that the surplus remains constant and budget amendments dealt with programmatic changes to demonstrate the Board's commitment to the recertification process. She mentioned the new food service program and stated as of today the cost of the program is unknown during the initial year but felt confident that the healthy surplus could cover expenses.

Vossler called attention to the New York State Retirement and its reporting system which may be out of sync with the financial audit. She felt comfortable with the plan for this year.

Regular Board Meeting: November 4, 2016

Duthiers asked if this impacts the charter reauthorization. Vossler stated "it does not" according to The Bonadio Group (External Auditor).

X. Audit Committee Report: Laura Norris

Norris referred to the external audit by The Bonadio Group. Both Norris and Vossler stated that once again this year, the The Bonadio Group did not identify any deficiencies in internal controls that would be considered to be a material weaknesses. There were a few recommendations regarding not-for profit standards and leases to be addressed in years 2019 and 2020.

XI. Governance Committee Report: Erika Duthiers

Duthiers asked about the merger and operations of the Foundation. Cynthia Woolbright stated that a team is discussing this item, reviewing the MOU, Foundation budget and programs provided to the school by the foundation and will report back to both Boards.

XII. Education Committee: Pam Kissel

Pam Kissel stated that the Committee met and prepared the evaluation plan for this year focusing the status of the corrective action plan addressing the each of the categories (academic deficiencies in ELA, Math, Science and Enrollment). The Plan was developed as a result of YWCP's Priority School status. The Committee will review data at designated checkpoints for all categories.

XIII. Health and Wellness Committee Report: Mary Beth Robinson-Vay

Robinson-Vay stated that a new coach and running sport will be added for the girls in the Spring 2017. She asked the Board for ideas regarding other projects.

XIV. Communications Committee: Barbara Jarzyniecki

Jarzyniecki stated that three more potential candidates who wish to join the Board have submitted their complete applications, including evidence that they completed the background and fingerprinting checks. In accordance with SED the resolutions listed below must be official approved by the Board addressing this fact.

Palmer asked for a motion to approve Resolutions #3 (Cynthia Woolbright), Resolutions #4 (Jared Longmore) and Resolution #5 (Jennifer Weinstein).

Resolution #3 (2016-17): *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 Cynthia Woolbright as a final candidate to its Board of Trustees, with a term expiring on November 2019, pending approval by SED.*

Resolution #4 (2016-17): *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 Jared Longmore as a final candidate to its Board of Trustees, with a term expiring on November 2019, pending approval by SED.*

Resolution #5 (2016-17): *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 Weinstein as a final candidate to its Board of Trustees, with a term expiring on November 2019, pending approval by SED.*

Norris advanced the motion, Kissel seconded the motion. All were in favor. The resolutions approving Cynthia Woolbright, Jared Longmore and Jennifer Weinstein are formally adopted upon SED's approval.

XV. Principal's Report: *Toyia Wilson*

Principal Wilson stated that she will begin to focus her report on the school's progress aligned with the Corrective Action Plan.

PSAT

All students in grades 8-11 took the PSAT in October. She stated that this was a new test for the lower grade levels and will result in excessive feedback provided addressing each student's strengths and weaknesses.

College Visits

Principal Wilson stated that college visits are scheduled and taking place throughout this semester.

- 7th Grade students – Roberts Wesleyan
- 8th Grade students – University of Rochester
- 9th Grade students – St. John Fisher College
- 10th Grade students – Alfred State College
- 11th Grade students – Ithaca College

She stated that each student has a prepared college visit check point as they experience different aspects, requirements and offerings of each college. College recruiters are at the school on a regular basis working with the students regarding the application process. She stated that counselors kicked off an intensive career and college planning program for students in Grade 11. Principal Wilson stated that 11 grade students have to qualify with sufficient number of credits to participate in college visits and along with good attendance. She is working with the Counselors every week during Advisory.

Attendance

Principal Wilson reported that attendance increased from 88% in September to 90% in October. This is a major priority and is tied to the PRIDE initiative.

PRIDE Initiative

Principal Wilson stated that this week is Spirit Week and students need to qualify by having good academic reports, attendance and behavior and would have participated in taking the PSAT test. In addition, basketball and cheerleading sport programs started with games planned. She referred to the new gym and the pride shown throughout the school by the students during competition. She stated that this pride reflects back to good attendance and academic progress.

Enrollment

Principal Wilson stated that 341 students are enrolled at this time and with pending applications and seat availability 354 students could be enrolled as applications are reviewed. She stated that the issue is writing appropriate schedules after extensively reviewing each application.

Admissions/Enrollment Policy

Principal Wilson stated that she revised the Admissions/Enrollment Policy per an admissions checklist sent from Nicole Henderson, SED representative. She has since forwarded the Policy for SED's approval (as per the State process and charter) and upon approval will forward to the Board for a vote.

XVI. School Operations: *Barbara Hasler*

Farash Grant

Hasler referred to the award of the Farash Grant (\$94,000) written for Physical Education and Health Programs. She stated that the funding allows the school to add sports and exercise equipment (Spinning, Weight Room, Yoga Studio) Health classes with curriculum and materials will be added to the school Wellness programs.

School Facility

Hasler stated that there are discussions taking place with landlords to reconfigure and utilize school space to better accommodate the needs of staff and students.

Food Service Program

She stated that she is still working on the program and making adjustments. One of the major issues is the reimbursement for the number of meals served. There have been some personnel issues and the menu from the caterer is built around elementary and middle school students. She is suggesting an adjustment to the menu with attention to a more appropriate menu for high school students. A survey was conducted and a meeting is planned to discuss the menu.

XVII. YWCP Foundation Report: Cynthia Woolbright, Lauri Bonnell

Woolbright informed the Board that the Foundation's Office is now located at Nazareth Hall with a signed lease and three offices with storage and use of a conference room.

Leadership Breakfast

She stated that planning is going well as expected. At this time, 56 tables are sold, videos produced, and staff are acquiring names of attendees for registration purposes and name tags for every guest. She stated that Julia K is catering the event.

Next Event: ROC the Day, 11/29/16 at Swillburg. Jared Longmore is planning this combined event with Willow Domestic Violence Center.

XVIII. Old Business: None

XIX. New Business: None

XX. Adjourn to Executive Session: Personnel Matter, or other: None

XXI. Adjournment: Next Meeting: Friday, December 2, 2016

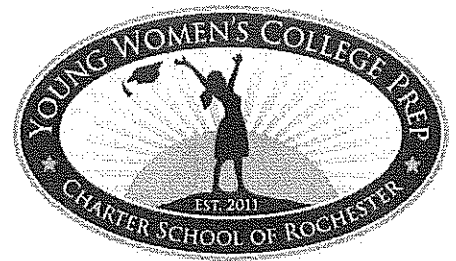
Palmer asked for a motion to adjourn the meeting. Kissel advanced the motion, Robinson-Vay seconded the motion. The meeting ended at 9:22 am.

YWCP Board of Trustees Meeting

Date: Friday, December 2, 2016
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive

Minutes officially approved on 1/6/17

*Respectfully submitted: Barbara
Jarzyniecki*



Minutes

Board of Trustees Present: *Duffy Palmer (Chair), Flor Colon, Erika Duthiers, Barbara Jarzyniecki, Pam Kissel, Laura Norris, Mary Beth Robinson-Vay, Brooke Stafford-Brizard, Jenny Vossler*

Absent: *Suzanne Johnston*

School Administration Present: *Toyia Wilson, Barbara Hasler*

Foundation Board: *Cynthia Woolbright, Foundation Chair, Lauri Bonnell, Director of Development*

Board Members (Pending SED approval): *Cynthia Woolbright, Jennifer Allen, Phoebe Reynolds, Carolyn Vacca*

I. Call to Order

Palmer called the meeting to order at 8:00 am.

II. Roll Call:

Barbara Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership. All Board Members were present.

III. Communications to the Board:

There were no communications sent to the Board.

IV. Public speakers: There were no speakers registered to speak.

V. Approval of the November 4, 2016 Regular Meeting Minutes: *Duffy Palmer*

Pam Kissel motioned to accept and approve the November 4, 2016 Regular Meeting Minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki

VI. Executive Report: *Duffy Palmer*

No Report

VII. Strategic Planning Committee:

Palmer stated that following the receipt of the YWCP Renewal Report, a new Chair will be appointed to finalize the strategic plan. The Committee will use the Corrective Action Plan and Renewal Report, along with specific Board goals to adjust the Plan outlined in 2015.

VIII. Facilities Committee: *Flor Colon No Report*

No Report.

IX. Finance Committee Report: *Jenny Vossler*

- a. October Dashboard*
- b. Balance Sheet*
- c. PL vs Budget*

Vossler reviewed the listed documents (above) sent prior to the Board Meeting. She stated that as of the end of October the budget is on track. She noted that the transportation and food service areas have used more of the budget at the start of school year with no reimbursement. She stated that there is no significant issue at this time, YWCP has good surplus and strong cash balance.

Barbara Hasler reported that she completed and submitted the application that allows staff to access the Medicaid System to identify students eligible for free and reduced lunch. She stated that in order to obtain the right, the school's poverty rate must be at least 80%. She has approval to apply for the reimbursement from the food service program.

Mary Beth Robinson-Vay complimented and expressed her appreciation to Hasler and Roberta McInnis for the incredible amount of work over the last several months as they dealt with the submission of the food service application. She also credited both with the operation and implementation of the program.

Principal Wilson agreed and stated that there have been struggles on a daily basis taking staff away from their job responsibilities to help serve. Hasler stated that a server will start the week of Thanksgiving.

X. Audit Committee Report: *Laura Norris*

Norris (as reported in November), stated the external audit was completed and submitted to the State with no issues.

XI. Governance Committee Report: *Erika Duthiers*

Duthiers reported that she met with Cynthia Woolbright, Laura Rebell-Gross, Jennifer Weinstein and Jennifer Allen to discuss the Memorandum Of Understanding between YWCP and the Foundation. The discussion between the parties concerned ensuring alignment and consistency between the terms of the MOU and YWCP's practices concerning, among other things, the college counselor.

Principal Wilson stated that her report will include an extensive review of how the school is handling the college counseling program, and that she was comfortable that YWCP's approach was consistent with the spirit of the MOU.

Board members decided that because that the MOU address academic standards and the college and career counseling program that it should be reviewed and monitored as part of the work of the Board's Education Committee.

Board members and future Board members brought forth many opportunities to partner with college campuses and interested parties (St. John Fisher, State University of New York at Geneseo, The College at Brockport, Rochester Institute of Technology), on initiatives aligned with the Charter and design elements. All agreed to work with Principal Wilson on several initiatives for summer learning, college counseling and other programs.

Regular Board Meeting: December 2, 2016

XII. Education, Performance Evaluation: Pam Kissel

Kissel stated that the Committee is meeting on 12/13 to review reports as a result of the State's visit and other items pertaining to the Principal's performance evaluation.

XIII. Health and Wellness Committee Report: Mary Beth Robinson

No report. Added to the Food Service Program discussion under the Finance Committee Report.

XIV. Communications Committee: Barbara Jarzyniecki

Jarzyniecki stated that the Board's Communication Committee will join forces with the Foundation Committee and the first meeting is scheduled for 12/19. The main agenda item is how we can support the student recruitment efforts using the plan developed by the Dixon and Schwabl Team.

Jarzyniecki stated that Jennifer Allen completed her application to the Board which included her background check. Palmer asked for a motion to approve Resolution #5 (2016-17) pertaining to Jennifer Allen's verification of a background check.

Colon advanced the motion and Duthiers seconded the motion. All were in favor. The resolution was adopted unanimously. Jarzyniecki will submit the application to the SED representative

Resolution #5 (2016-17): *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 Allen as a final candidate to its Board of Trustees, with a term expiring on December 2019, pending approval by SED.*

XV. Principal's Report: Toyia Wilson

Corrective Action Plan

Principal Wilson reviewed the progress pertaining to the Corrective Action Plan. She stated that 79% of the girls were allowed to participate in Spirit Week, an incentive identified by the PBIS Team. The goal was 85%. She reported that 100% of the student AIS plans are specific to their individual performance data and teacher feedback. Seventy-nine percent of staff expressed having a clear understanding of the AIS plan and the roles of various staff. She stated that students awarded incentives and extracurricular activities is based on criteria of the PRIDE Initiative.

College Counseling Proposal

Principal Wilson distributed several documents prior to the meeting for Board review. She presented the background and rationale for the decision to implement a program using a college counselor expert to provide ongoing professional development for the school counselors to build capacity for students from middle school to high school. She also presented a 2016-2017 YWCP Junior Class Calendar Guide listing a month by month activities highlighting the steps toward the college planning process.

This decision was made after an attempt to hire a qualified counselor with experience did not come to fruition due to the lack of interested candidates. She stated that it was also important to retain the current school counselors who know and have worked with the girls and their families over the past few years. The new model supports the commitments of the original charter while allowing the school to build its capacity and

best serve the needs of the students. She stated the process of preparing for college is intimidating to students and their families, given the fact that they may be first generation students to attend college.

To add, Principal Wilson provided highlights of the college readiness plan (the entire plan for the year was distributed prior to the meeting):

- Continue to build relationships with college recruiters and students and scheduling visits to the school at least once a week (30 plus recruiters work with students)
- Extensive support as the girls prepare for the PSAT, SAT and ACT (Saturday Class)
- Replace the Leadership Conference held in the Spring with a "Marathon College Day"
- Support the development of an individual college readiness plan and portfolio for each student (listing career assessments and colleges of interest, preparing resume, essay, letters of recommendation, etc.)
- Schedule exit interviews for students at the end of Junior year (invite parents, recruiters)
- Schedule Saturday programs for review prior to SAT/ACT mock test in June – secure transportation
- Work with families as students prepare college applications.

Principal Wilson explained the staffing scenario and budget for the college counselors which includes the behavior specialists to serve in the capacity of the vacant college counselor position. She identified how the student caseload would be spread among the counselors. She stated that it was important to hire a school counselor beginning of second semester to work with and assist middle school age students (grades 7-8) focusing on their unique social/emotional and academic needs. She stated this move would provide current school counselors (2) the time to assume the college counselor responsibilities with students in grades 9-12. She stated that every interaction with students during advisory in all grade levels supports college preparation and does not deviate from the (College Bound Initiative) CBI Model.

Palmer stated that the Board is committed to supporting Principal Wilson and the plan. Vossler stated that this is a logical model to build capacity. Kissel stated that this model guides a student through the process from 7th grade to 12th grade. Stafford-Brizard agreed, and stated this plan allows creativity by unpacking the actual function of the job covering the needs of the entire student body without losing the connection to the Network.

Duthiers stated that a review of the MOU to align with the plan is necessary and it was important to understand the job responsibilities for each position to ensure a strong line of communication. Palmer stated he would work with Stafford-Brizard and Laura Rebell-Gross. Stafford-Brizard suggested that Principal Wilson give an example of how a student engages in the college planning process throughout her school career.

Palmer asked for a motion to accept the plan as presented. Colon advanced the motion and Kissel seconded the motion. All were in favor. The plan was approved as presented.

Attendance

Principal Wilson reported that attendance remains constant at 90%.

Enrollment

Principal Wilson stated that the enrollment is down slightly as a result of families moving out of the City of Rochester to attend suburban schools. She stated that families are still asking for applications.

Student Recruitment Kick-Off for 7th and 8th grades

Principal Wilson reported that the schedule for open houses is online and being advertised through social media and radio announcements. RSCD visits are being scheduled. Brand Ambassadors are selected and ready to brag about the school at open houses and events. The list of RCSD 5th, 6th and 7th grade students was received and preparation for phone calls and mailing postcards begins in January.

Sports and Clubs

Principal Wilson reported that spirit is high within the school as the sports activities and clubs are up and running. She mentioned receipt of the Farash grant which provided funding for sport equipment and uniforms. She highlighted the fact that the gym is packed during sporting events.

Hasler stated that she is working with FIRST Student to secure buses for games held off campus. She stressed with staff that no personal vehicles can be used to transport students.

"Girls on the Run" program starts in the Spring. She stated that the girls are very excited with this addition.

XVI. School Operations: *Barbara Hasler*

Hasler distributed YWCP's Complaint Policy prior to the meeting for Board review. She stated that when filing for Title 1 funds, she was informed by Jeri Chapman (SED representative) that it was necessary to revise the policy slightly to meet requirements. Palmer asked for a motion. Kissel advanced a motion and Colon seconded the motion. All in favor, the Policy revision was adopted.

Hasler stated that she was pleased to announce that the school received an award from the Burlington Coat Factory providing \$7,000 worth of clothes which will be used to support the PRIDE Initiative and "Dress for Success" Program. She stated that the teachers were instrumental in securing this award.

XVII. YWCP Foundation Report: *Cynthia Woolbright, Lauri Bonnell*

Woolbright reported on the success of the Leadership Breakfast. She stated that several community organizations (Red Wings, GEVA, and Rochester Broadway Theatre League) presented opportunities on how to partner with YWCP highlighting support for career days, summer jobs and more.

Woolbright stated that she met with Principal Wilson to discuss the school priorities, fundraising activities and how the Foundation could reallocate funds to support programs.

XVIII. Old Business: None

XIX. New Business: None

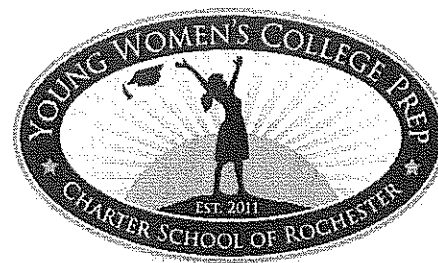
XX. Adjourn to Executive Session: Personnel Matter, or other: NA

XXI. Adjournment: Next Meeting: Friday, January 6, 2017

Palmer asked for a motion to adjourn. Vossler advanced the motion and Norris seconded the motion. The meeting ended at 9:50 am. The next meeting is scheduled for Friday, January 6, 2017.

YWCP Board of Trustees Meeting

*Minutes approved on March 2, 2017
Respectfully submitted:
Barbara Jarzyniecki, Board Secretary*



Date: Friday, January 6, 2017
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive

Minutes

Board of Trustees Present: *Duffy Palmer (Chair), Jennifer Allen, Erika Duthiers, Pam Kissel, Laura Norris, Mary Beth Robinson-Vay, Jenny Vossler, Cynthia Woolbright*

Absent: *Flor Colon, Barbara Jarzyniecki, Brooke Stafford-Brizard*

School Administration Present: *Toyia Wilson, Barbara Hasler*

Foundation Board: *Lauri Bonnell, Director of Development*

Guests: *Jennifer Weinstein, Jared Longmore, Phoebe Reynolds (new applicants to the Board of Trustees pending SED approval)*

I. Call to Order

Palmer called the meeting to order at 8:02 am.

II. Roll Call:

Palmer noted the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board:

The Board Chair (Duffy Palmer) and Board Secretary (Barbara Jarzyniecki) received letters from Nicole Henderson, Assistant in Education Improvement Services, Charter School Office, NYSED officially approving Jennifer Allen and Cynthia Woolbright as Members of the YWCP Board of Trustees. Copies of the letters were included within the Board Packet for this meeting.

IV. Public speakers: There were no speakers registered to speak.

V. Approval of the December 2, 2016 Regular Meeting Minutes: *Duffy Palmer*

Palmer called for a motion. Prior to the meeting, Board Members Laura Norris and Erika Duthiers suggested edits to the minutes that were accepted. Cynthia Woolbright motioned to accept and approve the December 2, 2016 Regular Meeting Minutes with revisions. Mary Beth Robinson-Vay seconded the motion. All were in favor. Motion carried unanimously.

Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer*

Palmer welcomed Jennifer Allen and Cynthia Woolbright to the Board of Trustees.

YWCP Renewal

Palmer reported that the NYSED Board of Regents are expected to vote on YWCP's Charter Renewal at a meeting scheduled for either January 9th or 10th. He stated that a representative from the Northeast Charter School Network is attending the meetings and will provide updates.

Principal Wilson stated that the YWCP is compared to the Rochester City School District student with disabilities (RCS D rate of 21-15%) and the District is now undergoing litigation regarding the over classifications of students. She is requesting a change in who YWCP students are compared to as well as being compared to just female students.

Regular Board Meeting: November 4, 2016

Woolbright asked if there is a plan for the announcement of the Renewal referring to the media and a communications to donors. Palmer suggested that the Marketing Committee should discuss and develop a plan. Woolbright will follow-through.

VII. Strategic Planning Committee: *No Report*

VIII. Facilities Committee Report: *Flor Colon, No Report*

IX. Finance Committee Report: *Jenny Vossler*

Vossler stated that enrollment is under projection and revenue is at stake. She stated that the Committee and Board approved a budget with a contingency but we are running behind the contingency. Vossler stated that she was not overly concerned because there is a surplus.

Vossler stated that the reimbursement of the food expenses should be adequate to cover the costs of the program but the school is still waiting for the reimbursements. Principal Wilson stated that the State is visiting the new program next week.

X. Audit Committee Report: *Laura Norris. No Report*

XI. Governance Committee Report: *Erika Duthiers. No Report*

XII. Education Committee: *Pam Kissel*

Pam Kissel stated that the Committee met and discussed the review that was completed by the Office of Accountability. Principal Wilson stated the representatives visited the school on two occasions and followed up with recommendations in several areas. She stated the next meeting is in January.

XIII. Health and Wellness Committee Report: *Mary Beth Robinson-Vay. No Report*

XIV. Communications Committee: *Barbara Jarzyniecki (Report filed prior to the meeting)*

The first meeting of the Marketing Committees (Board and Foundation) was held on December 19th. A list of strategies was discussed for recruitment building on the suggestions from the Dixon and Schwabl interns. Shauna Cross (RIT) and member of the Foundation Marketing Committee agreed to revise several of the marketing materials. The Committee agreed it was important to build the YWCP social media platforms. It was suggested that a focus group with families is important to gauge exactly where they receive information about schools and choice. Woolbright suggested having the PTSA President post on the YWCP Facebook page.

XV. Principal's Report: *Toyia Wilson*

Enrollment

Principal Wilson stated that enrollment is slightly down (332 students). She stated that parents are moving out of the City and sending their children to suburban schools. She stated that the school still continues to receive applications.

Student Recruitment

Principal Wilson reported:

- Application updated for 2017-2018 in English and Spanish and uploaded to website
- Student Brand Ambassador Program is in place for the recruitment period (open houses, school visits and special events)
- Robo calls and postcards mailed to all 6 and 8th grade students within the Rochester community.
- Marketing materials are updated and distributed at the Public Market, Malls, school visits, special events
- Recruitment Open Houses scheduled

Regular Board Meeting: November 4, 2016

- Radio announcements will air on K-LOVE and WDKX
- Bus ads are starting in January

Several Board Members made suggestions to support the Recruitment Plan

- Involve parents at a higher level
- Create a YWCP parent T-shirt
- Use parents as spokespersons for the school

Academic Updates

Principal Wilson reported that there were two assessments of READ180 and the results are somewhat positive. Overall, 77 students have shown growth based on the SRI during the time period of September – December. She attributes the growth to the program and other interventions in place for students lagging behind. For math, she reported there was a switch from SMI to the NWEA to directly align to the Common Core standards. She stated that the new assessment for math provides information on how student performance measures for each standard.

PSAT

She reported that all 8-11th grade students sat for the PSAT test. The 11th graders increased their scores from last year. The PSAT all-stars received a T-shirt recognizing this accomplishment. There are 75 PSAT all-stars.

Staffing

Palmer asked Principal Wilson how many staff members are needed for next year. She responded that the administration is reviewing schedules and this will drive the number of FTE's needed and additions for adding a grade level. She stated that it was important to factor in more planning time during the day.

Duthiers suggested we survey the teachers. Palmer asked that the survey be conducted before the Board's June retreat to review results and address their needs.

XVI. School Operations: *Barbara Hasler*

Hasler informed the Board that the nurse left and she was able to find a replacement who is a registered nurse with school experience.

She reported that the State is visiting the school and inspecting the food preparation process on January 18th. This step must be completed before any reimbursement is received.

Hasler stated that a meeting is being scheduled with the Landlord to discuss facility needs for next year.

XVII. YWCP Foundation Report: *Cynthia Woolbright, Lauri Bonnell*

Woolbright stated that the Foundation Board met and accepted By-Law changes which included the addition of a mission statement and reduction of membership. She stated that 5 members are YWCP Board of Trustees and that the Nonprofit Revitalization Act requires approval by the School Board. Foundation reports will focus on the programs, funding and budget.

XVIII. Old Business: None

XIX. New Business: None

XX. Adjourn to Executive Session: Personnel Matter, or other: None

XXI. Adjournment: Next Meeting: Friday, February 3, 2017

Palmer asked for a motion to adjourn the meeting. Kissel advanced the motion, Duthiers seconded the motion. The meeting ended at 9:15 am.

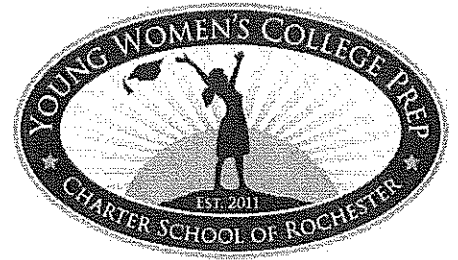
Regular Board Meeting: November 4, 2016

Minutes approved on March 2, 2017

Respectfully submitted: Barbara Jarzyniecki, Board Secretary

YWCP Board of Trustees Meeting

Date: Friday, February 3, 2017
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive



MINUTES

Board of Trustees Present: Flor Colon, Pam Kissel, Barbara Jarzyniecki, Jared Longmore, Laura Norris, Phoebe Reynolds, Mary Beth Robinson-Vay, Jenny Vossler, Jennifer Weinstein, Cynthia Woolbright

Absent: Jennifer Allen, Erika Duthiers, Duffy Palmer, Suzanne Johnston, Brooke Stafford-Brizard

School Administration Present: Toyia Wilson, Barbara Hasler

Foundation Board: Lauri Bonnell, Director of Development

I. Call to Order

Colon called the meeting to order at 8:00 am.

II. Roll Call:

Barbara Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board:

Jarzyniecki stated that letters of approval confirming Jennifer Weinstein, Phoebe Reynolds, and Jared Longmore as Board of Trustees were received. Ms. Nicole Henderson, SED representative sent the letters on January 25, 2017.

IV. Public speakers: There were no speakers registered to speak.

V. Approval of the January 6, 2017 Regular Meeting Minutes: Flor Colon

Jarzyniecki acknowledged that the minutes were distributed late and suggested that the January 6, 2017 minutes be reviewed and approved at the March 2, 2017 meeting. Board members agreed.

VI. Executive Report: Flor Colon

Colon welcomed and congratulated the three new Board members (Longmore, Reynolds, and Weinstein) who completed the Board application process. She thanked them for their interest in joining the Board.

Colon referred to the document dated 1/4/17 issued by the State and distributed prior to the meeting to all members of the Board. She stated that the Principal, staff and this Board had hoped that the school would be granted a 5-year renewal but given its Priority School status the Board of Regents voted for a 2-year renewal. She stated that according to the report from the site visit, evaluators have confidence in the administration, work and programs in place to improve academic performance, including the Correction Action Plan.

Principal Report

Regular Board Meeting: February 3, 2017

Colon motioned to adjust the agenda and have Principal Wilson present a segment of the Principal's report upfront. Jarzyniecki seconded the motion. All agreed.

Principal Wilson referred to the document sent prior to the Board Meeting. After receiving feedback from the State and having discussions with the Board's Education Committee, she introduced action steps to focus on attendance, behavior and improving performance, professional development, crisis support for students and families, and relationship building. She expressed the need to focus the work in these areas as a result of data gathered and shared that some students who have poor attendance and/or behavioral issues which have impacted instruction. Principal Wilson shared data on attendance performance impact, behavior impact and academic factors zeroing in on the 8th grade academic performance. She indicated that the data show that more students are disengaged, have poor attendance and behavioral issues at this grade level. This has impacted classes in a negative way since every disciplinary event takes away from instruction within the classroom making it difficult for other students to concentrate and learn. Principal Wilson expressed the importance of addressing these issues now since the 8th grade is the anchor to success in high school.

Principal Wilson recommended adding 4 new positions:

- 1) Attendance Liaison (1 FTE) will serve as the liaison between home and school, work with families, teachers, social worker and school counselor supporting students identified with academic and attendance issues, track attendance and progress, work with RTI interventionists, PBIS committee and Dean of Students to identify supports that will improve attendance and performance (behaviors and academic), and be available for the Saturday Redirection Sessions once a month.
- 2) Academic Allies (3 FTEs) will work with a cohort of 8th grade students identified as "at-risk" by regularly communicating with families through meetings, home visits, phone calls, emails and letters, collaborate with classroom teachers, social worker, school counselor to support academics in certain courses, track behaviors to address concerns, be in close contact with RTI Interventionists and the PBIS committee, Dean of Students to support academic and behavioral improvements and build positive relationships, support classroom teachers during initial instruction, travel from class to class with the identified cohort of students to reinforce strategies to support positive instruction and support relationship building, work closely with the Attendance Liaison and be available to supervise Saturday Redirection Sessions.

Principal Wilson stated that the positions are necessary after the review of the data (specifically the 8th grade student data) and stressed the importance of laying the foundation for success in high school. She also mentioned the need to restructure some of the leadership team to provide more professional development for teachers to help them with classroom management and strategies to deal with the social emotional needs of their students.

Principal Wilson referred to an article: *"Building Blocks for Learning: A Framework for Comprehensive Student Development"* published by K. Brooke Stafford-Brizard (Co-Founder and Board of Trustee) distributed before the meeting and stated that Stafford-Brizard plans to work with YWCP to explore ways to support students who are missing important foundational social emotional blocks.

Following the presentation, Colon asked if Board members had any questions or concerns for Principal Wilson.

Mary Beth Robinson-Vay asked about expertise and qualifications of the Academic Ally position. Principal Wilson stated we are looking for individuals with credentials in the following areas of expertise: social work, experienced teacher, counselor, behavioral specialists.

Hasler stated that each applicant will be compensated according to experience and an individual with a four year degree is at the top for consideration. Both the degree and resume determines where an individual would land on the pay scale.

Jared Longmore asked if the two positions (Attendance Liaison and Academic Ally) would overlap with each other.

Principal Wilson responded that the focus is the same and the individuals would work together and communicate weekly on student progress, track attendance and tardiness, be part of the professional development program and report to her

on a weekly basis. She stated that the job descriptions are similar in nature and the Academic Allies will focus on a cohort of 8th grade students for the remainder of the year.

Cynthia Woolbright proposed incentives for families.

Hasler stated that the four positions are budgeted for only half of the school year. Principal Wilson stated that at the end of the year, the program will be evaluated on its results. Hasler stated that she had the discussion with Vossler to fund these positions prior to the meeting. Vossler agreed that it was important to fund programs advanced by Principal Wilson to improve academic performance.

Colon proceeded to call upon Hasler to read the resolution (added during the meeting Resolution #7) introduced by the administration.

Hasler proceeded:

Whereby, Principal Toyia Wilson presented a pilot program with concrete action steps to focus on attendance, behavior and improving academic performance, support professional development for teachers, add crisis support for students and families and build positive relationships; be it

Resolved, that the Board of Trustees agree to provide resources for the pilot program to be implemented during the remainder of the 2016-2017 school year; adding three Academic Ally positions and one Attendance Liaison by moving \$130,000 from the YWCP cash reserve, amending the current 2016-2017 budget by adding the reserve funds in the amount stated above.

Colon advanced a motion. Robinson-Vay seconded the motion. All were in favor. The resolution was adopted.

VII. Strategic Planning Committee:

Colon stated and the Board agreed that it was now time to finalize the Board's Strategic Plan using the Corrective Action Plan, recommendations issued from the site visit and Office of Accountability, Principal and Board goals. Colon asked Hasler to connect with the Northeast Charter School Network to assist the Committee in finalizing the plan.

VIII. Facilities Committee: Flor Colon

Colon referred to Hasler for a response. Hasler stated that she met with the school site landlords to discuss several issues: parking, better utilization of space for classrooms and office. She stated that any major renovations would go out to bid as soon as possible.

IX. Finance Committee Report: Jenny Vossler

Vossler referred to Finance documents distributed prior to the Board meeting. She stated that a review of the budget indicates that the Board is aligning the budget with programs introduced by the administration that will improve academic performance throughout grade levels. This is demonstrated by decisions made today and voted on by the Board to add positions to support the Principal's plan. She stated that the budget for next year has not been developed as of this meeting. She indicated due to enrollment variances, funding the school food service program (without reimbursement at this time), and revenue shortfall, there are changes to the budget and surplus. The shortfall is about \$100,000 this year, there is no deficit mainly due to conservative budgeting and savings in several areas such as medical benefits and dollars received from grants. Vossler stated that the budget is manageable and the school has the opportunity to return to a 5-7% surplus next year.

X. Audit Committee Report: *Laura Norris* No Report.

XI. Governance Committee Report: *Erika Duthiers* No Report.

XII. Education, Performance Evaluation: *Pam Kissel*

Pam Kissel reported that the Committee met to discuss Principal Wilson pilot program, progress toward goals listed in the Corrective Action Plan, and performance evaluation. She stated that the Committee was receptive to the plan to address attendance and behavior issues impacting academic performance.

Colon stated that the steps we are taking reflect a continuous effort to improve academic performance and should be communicated in the renewal application.

Longmore asked for information regarding the challenges in 8th grade math. Principal Wilson explained that the highest performing 8th grade students take Algebra which affects math results when other students are taking the State's 8th grade math assessment. She stated that she is shifting all 8th grade students to Algebra and commented that most of the charter schools have moved their students into Algebra. This is important for YWCP students to prepare for graduation by taking high school courses earlier in their school career.

Kissel stated that the plan will provide information on how much additional support is needed in the focus areas. She stated that the strategies in place should be effective to improve behavior and encourage students to come to school and take responsibility for learning. She stated that taking a high school course in the 8th grade gives students more confidence and provides a gateway to 9th grade when the first Regents course is taken and passed.

XIII. Health and Wellness Committee Report: *Mary Beth Robinson*

Robinson-Vay and Hasler provided an update on the school food service program and provided in detail the budget implications. Hasler stated that reimbursement is based on how many meals are taken by the students. She stated that students are not happy with the meal selections and referred to discussions with the vendor (whose main customers are elementary schools) regarding changing the menu and adapt selections to high school students. A student survey was conducted to obtain student feedback with the intent to work with the vendor to change the menu selections.

Hasler referred to a recent State Audit conducted of the YWCP Food Service Program. The evaluators listed a number of findings regarding breakfast program, menus, recipes and portions. She stated that the school has 30 days to respond to the findings. Hasler stated that she continues to meet with the catering vendor to address findings.

Colon stated that it is important to the vendor to address concerns, build a high school lunch program to use and expand its future business. (YWCP is the first high school to contract with Julia K Caters)

Jennifer Weinstein asked if there are a la carte options for students similar to offerings in other high schools. Robinson-Vay stated that there are no other options. Hasler stated that there are strict guidelines on what could be served. Weinstein also inquired whether the students take nutrition and health classes. Principal Wilson confirmed this course is included.

Hasler stated that she will continue to work with the vendor (Julia K Caters) and added that an after-school snack will be supplied for student and the cost of the snack will come out of the school budget.

XIV. Communications Committee: *Barbara Jarzyniecki*

Jarzyniecki introduced Weinstein to provide report from the Communications Committee representing the Board and Foundation. Jarzyniecki added that she will distribute a formal member list of the Board of Trustees for the next meeting.

Weinstein reported that at the last meeting, the Committee received an update on the student recruitment plan, stated that the radio ads on WDKX and KLOVE are currently running, bus ads will run during the month of February and March and the design for the banner still needs to be updated. Members discussed holding parent focus groups and a developing a survey of current families with questions about what venues they use to search for news about school choice and programs. The Committee agreed that the Parent/Teacher Conferences would be a good start to conduct the survey.

She also discussed the need for an Arabic translator. Hasler stated that the school works with an organization to provide this service.

The report distributed prior to the meeting highlighted new topics: follow-up with families that submit an application, develop a list of community events throughout Rochester, increase social media outreach (Instagram, Twitter), and the creation of parent-to-parent conversation on social media starting with the parent group.

XV. Principal's Report: Toyia Wilson

Principal Wilson introduced a newly revised Admissions/Enrollment Policy and Application. She stated that the Policy was reviewed by the State representative and approved in accordance with Charter School guidelines.

Colon asked for a motion to formally adopt the Admission/Enrollment Policy.

1) Policy Adoption

Resolution #8 (# changed due to added resolution)

Whereas, Principal Toyia Wilson submitted a revised Admission/Enrollment Policy and Student Application for the Young Women's College Prep Charter School of Rochester to Nicole Henderson, Assistant in Education Improvement Services in the Charter School Office (CSO) (New York State Education Department), and

Whereas, in accordance with the Charter School Policy Revision Guidelines, the Policy was reviewed, revised and approved by the CSO, therefore be it

Resolved, that the YWCP Board of Trustees accepts and formerly adopts the Policy and Application (effective February 3, 2017) as submitted.

Robinson-Vay advanced the motion, Woolbright seconded the motion. All in favor. Adopted unanimously.

XVI. School Operations: Barbara Hasler

Per a previous inquiry, Hasler stated that the school has an academic learning center to replicate a library space.

Hasler stated that charter schools representatives meet once a month to discuss charter school issues and practices. She stated at the last meeting a common application for all charter schools was introduced. She told the Board the cost is \$1,500 to join efforts. Board members discussed the advantages and disadvantages of participating. At this time, there was no decision to participate.

XVII. YWCP Foundation Report: Cynthia Woolbright, Lauri Bonnell

Woolbright introduced the list of Foundation Board appointments.

1. Jennifer Allen (through June 2019)
2. Sydney Bell, non-School board member (through June 2020)
3. Jared Longmore (through June 2018)
4. Phoebe Reynolds (through June 2019)
5. Lindsay Topping, non-School board member (through June 2020)
6. Jennifer Weinstein (through June 2018)
7. Cynthia Woolbright (through June 2019)

She stated that based on the Foundation By-Laws, the YWCP Board of Trustees is required to approve the nominations for membership on the board.

Colon asked for a motion to accept the recommended list of nominees. Woolbright advanced the motion and Jarzyniecki seconded the motion. All were in favor.

A Foundation report distributed prior to the meeting listed the coming events:

Regular Board Meeting: February 3, 2017

- Cool Women/Hot Jobs, February 17
- Hidden Figures Project through June
- Breakfast with Scholars: February 14, March 16, April 26 & May 18
- Jumpstart Day, March 25
- College Day, April 6
- Fashion Show, May 4
- Summer Bridge, 9th Grade

XVIII. Old Business. None

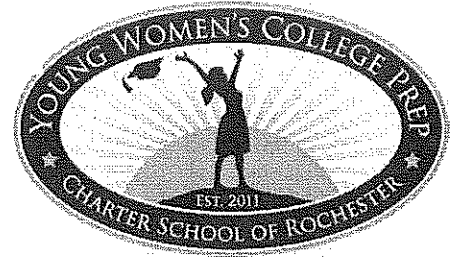
XIX. New Business. None

XX. Adjourn to Executive Session: Personnel Matter, or other. None

XXI. Adjournment: Next Meeting: Thursday, March 2, 2017, 6:30 pm

Colon asked for a motion to adjourn the meeting. Kissel advanced the motion, Norris seconded the motion. The meeting ended at 9:35 am.

YWCP Board of Trustees Meeting



Date: Thursday, March 2, 2017
Time: 6:30 pm
Location: Young Women's College Prep
133 Hoover Drive

MINUTES

Board of Trustees Present: *Duffy Palmer, Jennifer Allen, Flor Colon, Erika Duthiers, Barbara Jarzyniecki, Suzanne Johnston, Jared Longmore, Laura Norris, Mary Beth Robinson-Vay, Jennifer Weinstein, Cynthia Woolbright*

Absent: *Pam Kissel, Phoebe Reynolds, Brooke Stafford- Brizard, Jenny Vossler, Cynthia Woolbright*

School Administration Present: *Toyia Wilson, Barbara Hasler*

Foundation Board: *Lauri Bonnell, Director of Development*

I. Call to Order

Palmer called the meeting to order at 6:35 pm.

II. Roll Call:

Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board: None

IV. Public speakers: There were no speakers registered to speak.

V. Approval of the January 6, 2017, February 3, 2017 Regular Meeting Minutes: Duffy Palmer

Palmer called for a motion. Laura Norris motioned to accept and approve the January 6, 2017 Regular Meeting Minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously.

Palmer called for a motion. Laura Norris motioned to accept and approve the February 3, 2017 Regular Meeting Minutes. Jennifer Allen seconded the motion. All were in favor. Motion carried unanimously.

Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: Duffy Palmer

Palmer reported that K. Brooke Stafford-Brizard recently sent a letter of resigning from the Board of Trustees effective March 1, 2017. Palmer read the letter into the record.

March 1, 2017

Dear Duffy,

It was a little less than 7 years ago when Laura and I decided we were going to dedicate ourselves to making YWCP happen. While Rochester was no longer home when YWCP's doors opened, I am proud of the role I played in creating our

Regular Board Meeting: March 2, 2017

charter and recruiting the best founding Board and Board Chair a school could ask for. In my family's multiple moves in the last several years, and having two other boys, engagement hasn't always been the easiest, but my commitment to our school has remained.

That commitment will never fade, but as we enter our second charter, and as I admit that my family and professional life makes it almost impossible for me to engage regularly in our meetings, I believe it is time for me to formally step off the YWCP Board. I do plan to continue my work with YWCP through direct and regular support with Toyia.

Thank you for your leadership and for the role that you and this Board have played in making the dream that Laura and I had a reality.

With gratitude and respect, Brooke

Palmer stated that in a conversation with Stafford-Brizard, she stated that she will continue to work with Principal Wilson supporting the professional development program.

VII. Strategic Planning Committee

Palmer stated that the Strategic Board Committee and Principal Wilson are working with Jill Shahan, Northeast Charter School Network finalizing the strategic plan to present to the full Board at the June Retreat.

VIII. Facilities Committee: Flor Colon No Report

IX. Finance Committee Report: Jenny Vossler No Report

Laura Norris stated that the Finance Committee is meeting on March 13.

X. Audit Committee Report: Laura Norris No Report

XI. Governance Committee Report: Erika Duthiers No Report

XII. Education, Performance Evaluation: Pam Kissel No Report

XIII. Health and Wellness Committee Report: Mary Beth Robinson No Report

XIV. Communications Committee: Barbara Jarzyniecki

Jarzyniecki asked for an update following the last Marketing Committee. Lauri Bonnell stated that Tracy Harris reported that strategies in several areas of marketing for student recruitment are ongoing. The advertising ads on buses are in place and radio ads are running throughout February and March. She stated that Ryann Bouchard is developing a list of community events (year-round) resulting in more outreach within the community.

XV. Principal's Report: Toyia Wilson

Principal Toyia Wilson stated that the three positions for Academic Ally and one Attendance Liaison are filled and all started working over the February break. She reported that J. Jason Berman (professor of management at St. John Fisher College, and teaches classes in leadership and organizational behavior) led the professional development session with the new hires regarding the job roles and responsibilities as well as offering unique strategies on how to connect effectively and build relationships with students, parents and teachers. She stated that classroom teachers participated in the session which is ongoing throughout the remainder of the year.

Principal Wilson provided the Board with an example of an Ally working with a student and teacher through an issue that took place in a classroom. She stated that the Ally was able to resolve the issue with the student and as a result less instruction time was lost for the student and the class.

Academic Progress Monitoring

Principal Wilson presented academic data for the new Math NWEA testing administration for the 7th and 8th grade students. In some cases, students did improve performance but the areas of concern remain at the 8th grade level. She provided an update of the Corrective Action Plan reviewed with the SED representative. She stated that the 7th grade students did meet the 10% decrease at below basic to proficient on the 1st and 2nd administration. On the second administration, 8th grade students showed a slight improvement with a decrease of 5% in the low level.

Affiliate Network: The Young Women's Learning Network (TYWLN)

Principal Wilson stated that the Network Charter sister schools from across the country will be convening in Dallas for a conference focusing on race, conversations trending throughout the media and the impact, transition from school to college life and how young women of color could rise above and be successful.

College Visits, Programs and College Planning Day

Principal Wilson stated that the second round of college visits are scheduled and students will attend a college fair in the coming month. College Visits for April and May.

- 7th grade – Genesee Community College, May 8
- 8th grade – Brockport State College, April 4
- 9th grade – Buffalo State College, April 25
- 10th grade – SUNY Geneseo, April 11
- 11th grade – Fredonia State College, April 12

She stated that College Day is planned for April 6. She expressed her appreciation to St. John Fisher for inviting YWCP students to participate in the "Girls in Architecture and Engineering College Club" held on campus with other charter and suburban school students. A program promoting tech savvy opportunities for young girls.

Jared Longmore stated that there should be a representative at College Day from the University of Rochester. He will follow through and secure a representative.

SAT Preparation

Principal Wilson stated that SAT Prep Sessions are scheduled. Students will participated in a required Saturday SAT Prep Session from 9-1:00 pm on Saturday, March 25, 2017, followed by college readiness workshops led by local college students in preparation for College Day, April 6. The first SAT exam for juniors is scheduled for June 3. She stated students will work toward an incentive to attend the Prom which takes place on May 6.

Student Recruitment

Principal Wilson reported that recruitment nights are well-attended and 56 applications were received. Thirty nine of those applications are for 7th grade. She stated recruitment activities are ongoing with transit bus cards, open houses, robo-calls to families with children in the 6th -7th and 7th – 8th. She added that information packets have been distributed to churches, community centers, libraries and community agencies throughout the City. She stated that the Student Brand Ambassadors, parents and staff are attending community-wide events.

Regular Board Meeting: March 2, 2017

Behavior Tracking – SWIS Minor Referrals

Principal Wilson distributed data that showed referrals are down in the month of February and significantly down from the number of referrals in October 2016.

Other news:

- Enrollment and attendance data remain the same
- 7th and 8th grade students are participating in a semester long project "Hidden Figures"
- Spring sports and clubs are kicking off with events scheduled
- Day of Caring scheduled for April 27. Once again, this is a student lead project

- XVI. School Operations: *Barbara Hasler* No Report**
XVII. YWCP Foundation Report: *Cynthia Woolbright, Lauri Bonnell*

Lauri Bonnell reported on the success of the "Cool Women, Hot Jobs" event. She stated that Olivia West, Executive Director of Champion of Change was an outstanding motivational speaker and it would be exceptional if she could participate in activities throughout the year.

Palmer mentioned it would be great to show the students the video from the 2017 Athena Awards honoring the accomplishments of women throughout the Community.

Bonnell highlighted events for the remainder of the year sponsored by the Foundation's Development Committee.

- Jump Start to College (March 25), in preparation for College Day
- Student Camp Fair, registration is underway
- Rise Up For 5, fundraising event scheduled for May 5
- First "Education Lunch and Learn" scheduled for June 6 with presenters in the field of education. Laura Rebell-Gross, Co-Founder of YWCP and Director of Young Women's Leadership Network is named as a presenter for the event. University of Rochester offered to host the event.

Bonnell added that there are plans to involve past honorees in fundraising activities to seek other donors and sponsors. Jennifer Weinstein expressed the importance of continually engaging the alumni and keep the honorees actively involved in school and fundraising events. She stated that they are part of an elite club.

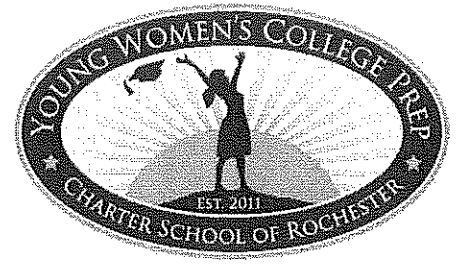
- XVIII. Old Business: None**
XIX. New Business: None
XX. Adjourn to Executive Session: Personnel Matter, or other: NA
XXI. Adjournment: Next Meeting: Friday, April 7, 2017, 8:00 am

Palmer asked for a motion to adjourn the meeting. Norris advanced the motion and Robinson-Vay seconded the motion. All were in favor. The meeting was adjourned at 7:45 pm.

YWCP Board of Trustees Meeting

*Minutes officially approved: May 5
Respectfully Submitted: Barbara Jarzyniecki*

Date: Thursday, April 7, 2017
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive



MINUTES

Board of Trustees Present: *Duffy Palmer, Jennifer Allen, Flor Colon, Barbara Jarzyniecki, Pam Kissel, Jared Longmore, Laura Norris, Phoebe Reynolds, Mary Beth Robinson-Vay, Jennifer Weinstein, Cynthia Woolbright*

Absent: *Erika Duthiers, Suzanne Johnston, Jenny Vossler,*

School Administration Present: *Toyia Wilson*

Foundation Board: *Lauri Bonnell, Director of Development*

I. Call to Order

Palmer called the meeting to order at 8:00 am.

II. Roll Call:

Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board: None

IV. Approval of the March 2, 2017 Regular Meeting Minutes: *Duffy Palmer*

Palmer called for a motion. Laura Norris motioned to accept and approve the March 2, 2017 Regular Meeting Minutes. Mary Beth Robinson-Vay seconded the motion. All were in favor. Motion carried unanimously.

V. Executive Report: *Palmer*

Palmer stated that there is no Executive Report. He asked Principal Wilson to report on the YWCP College Day 2017.

Principal Wilson stated that representatives from various colleges and universities attended the event (Invited: SUNY Buffalo State, Brockport, Fredonia, Oneonta, Geneseo, Polytechnic Institute; LeMoyne College, Niagara University, Ohio State, Roberts Wesleyan College, RIT, St. John Fisher, University of Rochester, Syracuse University, Daeman College, Genesee Community College, MCC, Niagara Community College, D'Youville College, Hobart William Smith, Keuka College, Jamestown Community College).

She stated that the event was a success. Counselors worked with students prior to the event. Students were ready and focused on interests and connection to colleges/universities. Students were dressed for success, prepared resumes and college essays, presented transcripts, practiced interviewing skills and were evaluated on performance by the college/university representative. Principal Wilson stated that the event created an interesting atmosphere throughout the school and many of the lower grade level classmates were very curious about the day's activities. She distributed a few examples of the student work and evaluation highlighting very positive statements by the interviewers.

VI. Strategic Planning Committee: *Palmer*

Palmer stated that the work continues with the team building the Board's Strategic Plan. A presentation, review, discussion and final steps is scheduled for the Board's retreat on June 2, 2017. Jill Shahan and Andrea Rogers from the Northeast Charter School Network will join the Board Retreat.

VII. Facilities Committee: *Flor Colon*

Flor Colon reported that Barbara Hasler (Director of Operations) continues to negotiate with landlords regarding the proposal to add more classrooms and office space. She reported that after almost a year in the building, the administrative staff concurred with the suggested renovations and the Board felt the cost was reasonable (\$125,000).

VIII. Finance Committee Report: *Jenny Vossler*

Norris (member of the Finance Committee) reported that the Committee is finalizing the FY17 budget. A discussion regarding the cafeteria and food service costs was a part of the meeting.

IX. Audit Committee Report: *Laura Norris* No Report.

X. Governance Committee Report: *Erika Duthiers*

In the absence of Erika Duthiers, Barbara Jarzyniecki referred to the Board's Self-Assessment Tool distributed prior to the meeting. She stated that since there are 5 new Board members, it would be important to review and provide any feedback to Duthiers. She stated that last year the assessment tool was posted online in the form of a survey and Board members responded accordingly. She stated that the results were discussed at the last year's Board Retreat. Board members asked for the results from last year, Jarzyniecki stated that she would forward prior to the next meeting.

XI. Education, Performance Evaluation: *Pam Kissel*

Pam Kissel reported that the Committee met last Monday and reviewed progress against the Corrective Action Plan. She stated that the Committee is up-to-date with the progress of the new initiative to support quality instruction that involved the hiring of Academic Allies and Attendance Liaison. She also stated that the Committee received a report on the progress of the writing rubric.

XII. Health and Wellness Committee Report: *Mary Beth Robinson* No Report

XIII. Communications Committee: *Barbara Jarzyniecki*

Jarzyniecki referred to the Disclosure Financial Forms distributed prior to the Board meeting. She stated that these forms must be completed by all of the Board of Trustees and are included with the Annual Report due August 1st. She stated that she received an email from Ms. Nicole Henderson (YWCP State Charter School Representative), to hold off on completing until the Annual Report documents and forms become public sometime in May.

Jarzyniecki reported that Carolyn Vacca completed her application for becoming a Board of Trustee. Palmer asked for a motion to accept the resolution. Colon advanced the motion and Norris seconded the motion. All were in favor. The resolution was adopted unanimously.

Regular Board Meeting: April 7, 2017

Resolution #9 (2016-17): *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 Carolyn Vacca as a final candidate to its Board of Trustees, with a term expiring in April 2020, pending approval by SED. The resolution approving Carolyn Vacca is formally adopted upon SED's approval.*

XIV. Principal's Report: Toyia Wilson

1) Adoption of the 2017-2018 School Calendar

Principal Wilson referred to the School Calendar for 2017-2018. She reviewed the highlights with the Board stating that it aligns with proposed calendars of other Districts except for the schedules for Superintendent's Conference Days, it allows 7th and 8th grade Bridge Program to take place at the end of August to maximize participation and avoid interfering with renovations. The calendar meets the requirements of the charter for a longer school year and gives teaching staff more time off during the summer while meeting the contractual length of the school year and requirements for orientation and Summer Bridge.

Resolution #10: 2016-2017: *Resolved, that the Board of Trustees approve the 2017-2018 Academic School Calendar as submitted by the School Administration.*

Palmer asked for a motion to accept the resolution. Woolbright advanced the motion and Kissel seconded the motion. All were in favor. The resolution was adopted unanimously.

Corrective Action Plan

Principal Wilson provided an update on progress. She stated that teachers working in collaborative teams are analyzing samples of student work as it relates to the writing rubric to identify areas of strength and areas in need of improvement. Schoolwide writing expectations aligned with common core are in place. Fifteen hours of professional development are dedicated to this work during the second semester and on target for June completion. Principal Wilson stated the next call with the Charter School Office is scheduled for April 13th.

Student Recruitment 2017-2018

Principal Wilson stated that the application deadline has passed. She stated that she accepted applications up to 12th grade and that she is meeting with each family that completes an application. With no movement, she projected the enrollment at 430 students (7th – 12th grade). The current enrollment is at 321. She indicated that there are 23 (7th grade) and 6 (8th grade) seats available.

Jared Longmore asked how the school meets the academic needs of a student given its aggressive goal toward college. Principal Wilson stated that she meets with families, reviews every student transcript and creates a schedule to meet graduation requirements.

Marketing/Recruitment Efforts to Date

Principal Wilson stated that the Bus Advertisements are set to run through May 2017 and during the summer. Plans to visit the Public Market through the end of August are set. Staff and Brand Ambassadors have attended a number of community events and festivals with a several scheduled throughout the summer targeting the required student populations.

She stated that “free publicity” through social media efforts and events (College Day, Day of Caring, SAT Day, Fashion Show, and Annual Food Truck Rodeo) along with school visits are helping to spread the word about YWCP.

Positive Behavior Interventions and Supports (PBIS)

Principal Wilson stated that the PBIS Study Skills Committee developed the PRIDE for Testing Program implemented schoolwide in all of the classes including TEAL, and stressed how critically important reading is to success during testing.

Students were versed in the following as a preparation for testing, and this motto was displayed in classrooms:

P (Process of Elimination)

R (RE-Read the Question)

I (Investigate the Test)

D (Deep Breath)

E (Evaluate Answers)

Principal Wilson stated that 95% of the 7th grade class and 99% of the 8th grade class participated in the ELA testing. She felt this was due to the testing preparation and discussion with families. She added that the students put forth a good effort each day of testing.

Attendance Liaison/Academic Ally Initiative

Principal Wilson reported on the progress of the program. She stated that the Attendance Liaison visited the homes of 55 students who are frequently absent and are presently working with parents/guardians focusing on students who are consistently tardy. She stated that SWIS data concludes that 8th grade behavior referrals are significantly down from previous months. Many of the requests for home visits come from counselors and teachers.

Palmer stated that the classroom teachers welcome and appreciate the support from the Academic Ally. Principal Wilson stated that expectations were set. Academic Allies sit with a student group during class, observe teaching segments, and brings students back in focus to the instruction happening within the classroom.

AP Exams

Jennifer Weinstein asked about the students taking AP exams and whether there are rewards and celebrations following the test. Principal Wilson stated that students taking the test are considered AP All-Stars. She also added that the school is now chartered to participate in the National Honor Society. She noted that an advisor was named, committee created and a ceremony planned for the end of the school year. AP exams begin on May 1.

Upcoming Events

- Day of Caring: April 27
- YWCP Prom: May 6
- SAT Test: June 3
- Annual Food Truck Rodeo: June 8

XV. School Operations: *Barbara Hasler* No Report

XVI. YWCP Foundation Report: Cynthia Woolbright, Lauri Bonnell

Cynthia Woolbright reported on several events sponsored by the Development Committee. She stated that the Breakfast with Scholars and tours are scheduled for April 26 and May 18. The second Annual Fashion Show takes place on May 3 (Burgundy Basin from 6-9 pm) and she encouraged the Board to share information on social media and with family and friends.

She stated that the JumpStart day held on March 25 included graduates of YWLN who are presently students attending the University of Rochester, Monroe Community College, Buffalo State University and SUNY Geneseo. Presenters' talked with students about the college application process, conducted mock interviews and the Dress for Success program showcased suggested dress for college interviews. This day was planned in preparation for College Day scheduled for April 6.

Rise-Up For Five

Lauri Bonnell highlighted the next fundraising event (May 5) to celebrate YWCP's 5th Anniversary. She stated that this day will include telephone calls from the Board of Trustees, Foundation Board and teachers, special events planned for former honorees and a push to reengage donors and supporters throughout the campaign. Bonnell stated it was the right time to showcase YWCP students who are so close to graduation, the special programs the school offers, and success stories. The goal is to raise \$25,000.

Jared Longmore complimented Bonnell and the Development team who have made strides in creating the development data base (3,000 individuals) and consistently offer strategies to reengage donors as a way to support school programs.

Education Luncheon

Woolbright reminded the Board that the Foundation is sponsoring a luncheon featuring educators on June 6th (11:00-1:00) at the University of Rochester. She stated that Laura Rebell-Gross (Co-Founder of YWCP) will be a featured speaker.

Partnership with Red Wings

Woolbright stated that three students were hired by the Red Wings for seasonal jobs in the concession area. The opportunity was presented by Marcia DeHond, Executive Services Manager who participated in the "Cool Women, Hot Jobs" event.

XVII. Old Business: None

XVIII. New Business: None

XIX. Adjourn to Executive Session: Personnel Matter, or other: None

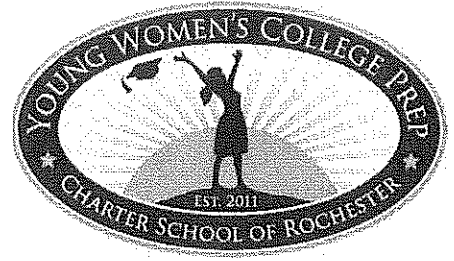
XX. Adjournment: Next Meeting: Friday, May 5, 2017, 8:00 am, June Board Retreat Day, June 2, 2017.

Palmer asked for a motion to adjourn the meeting. Kissel advanced the motion and Robinson-Vay seconded the motion. All were in favor. The meeting was adjourned at 9:40

YWCP Board of Trustees Meeting

Date: Friday, May 5, 2017
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive

Minutes officially approved: June 2
Respectfully submitted: Barbara
Jarzyniecki



MINUTES

Board of Trustees Present: *Duffy Palmer, Jennifer Allen, Flor Colón, Erika Duthiers, Barbara Jarzyniecki, Jared Longmore, Laura Norris, Mary Beth Robinson-Vay, Jennifer Weinstein, Cynthia Woolbright*

Absent: *Suzanne Johnston, Pam Kissel, Phoebe Reynolds*

School Administration Present: *Toyia Wilson, Barbara Hasler*

Foundation Board: *Lauri Bonnell, Director of Development*

I. Call to Order

Palmer called the meeting to order at 8:00 am.

II. Roll Call:

Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board: None

IV. Public speakers: There were no speakers registered to speak.

V. Approval of the April 7, 2017 Regular Meeting Minutes: *Duffy Palmer*

Palmer called for a motion. Laura Norris motioned to accept and approve the April 7, 2017 Regular Meeting Minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously.

Palmer called for a motion. Laura Norris motioned to accept and approve the April 7, 2017 Regular Meeting Minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously.

Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Palmer*

1) **Renewal of Board Terms** (*Barbara Jarzyniecki, Laura Norris*)

Palmer stated that the three year Board term for Barbara Jarzyniecki and Laura Norris expires this month. He stated that both agreed to continue to serve as an YWCP Board of Trustee for a second term effective May 2017. Palmer asked for a motion.

Jared Longmore advanced the motion. Duthiers seconded the motion. All were in favor. Motion carried unanimously.

VII. **Strategic Plan:** *Palmer (Focus of the June Annual Board Retreat)*

Regular Board Meeting: May 5, 2017

VIII. Facilities Committee: Flor Colón

Colón stated that an amendment to the Lease Agreement with the building landlords was successfully negotiated and both parties agreed to a 50% split on construction costs to be paid over the next 2 years.

Hasler added that the renovations would provide more usable space for offices and classrooms needed as the school adds a grade. She felt the cost was reasonable at \$125,000.

Colón asked the staff to seek grants to offset the cost of the renovations.

IX. Finance Committee Report: Jenny Vossler

Vossler stated that the school still maintains a surplus (\$150,000) but a lot less than budgeted due to a revenue shortfall as a result of enrollment and funding the food service program. She added that the Board made good decisions adding additional programs to improve instruction and attendance and managing the other areas of expenses. Vossler reported that the Finance Committee met, thoroughly reviewed all aspects of the budget, built in a larger contingency and plans to present the FY1718 budget for approval at the June meeting. She stated the need for additional and consistent enrollment throughout the year. Vossler stated that she has asked for a benchmarking report comparing other charter school expenses (including per pupil allocations) aligned with YWCP.

Principal Wilson stated that student applications continue to be accepted and marketing will continue throughout the summer to attract families and students.

Hasler confirmed that good investments were made changing the instructional program with the additions of various positions (Academic Allies, Attendance Liaison) focusing on improving classroom instruction. She also expressed the importance of hiring dedicated school staff such as the School Nurse and Food Service personnel.

Resolution #11: 2016-2017: 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, 2015 through June 30, 2016; and

Whereas, The Bonadio Group prepared and presented the Form 990 to the YWCP Finance Committee; therefore be it

Resolved, that the YWCP Board of Trustees received and reviewed Form 990 prior to its May meeting, and further be it

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

Vossler stated that the Form 990 was prepared by external auditors and reviewed by school staff. Palmer stated that the Form 990 was distributed prior to the meeting for Board review. He asked for a motion to approve Resolution #11. Vossler advanced a motion to accept the Form 990 as presented and Colón seconded the motion. The resolution was adopted unanimously.

X. Audit Committee Report: Laura Norris No Report

XI. Governance Committee Report: Erika Duthiers

1) Board Self-Assessment Tool

Duthiers referred to the Board's Self-Assessment Tool distributed prior to the last meeting of the Board. She stated that the assessment was created by the Board and reviewed by SED. This is the 2nd year using this method of evaluating the effectiveness of the Board. She asked the Board to respond to the survey by the end of May and she will present the results at the Annual Retreat in June.

XII. Education, Performance Evaluation: Pam Kissel No Report

XIII. Health and Wellness Committee Report: *Mary Beth Robinson-Vay*

Robinson-Vay complimented the hiring of the School Nurse. She stated that she is working with her, setting school health policies and preparing for a day of workshops focusing on health and wellness. She added that the yoga classes with the girls continue to take place.

Colón added that it would be great to include workshops on body image, skin care and bullying.

XIV. Communications Committee: *Barbara Jarzyniecki No Report.*

Lauri Bonnell stated that a meeting was scheduled with Principal Wilson and a representative from the National Coalition of Girls' Schools. Both agreed that they should take advantage of this resource, its research on the unique benefits of all-girls' schools and the importance of educating and empowering girls from an early age. Principal Wilson stated that the best practices shared could benefit recruitment and encourage enrollment.

XV. Principal's Report: *Toyia Wilson*

State Testing

NYS Math

Principal Wilson stated that over 95% of students participated in the Math test.

Advanced Placement Test

Principal Wilson stated that 31 students participated in AP exams (Psychology & Environmental) on May 1-2. On May 10 and 11, 50 students will take the AP English Arts and World History test.

SAT

She stated that throughout the month students have been preparing to take the SAT by attending Saturday Sessions. On June 3rd, students will take the test and plans to host an encouraging event prior to the test getting underway.

SRI/NWEA

Principal Wilson stated that the final administrations of the SRI and NWEA is scheduled for consecutive weeks in mid-May. A lunch celebration is planned for after the test administrations to recognize students who continue to make progress.

Day of Caring

Principal Wilson stated that the student-planned Day of Caring was a success. Students were full of pride as they took part in serving the community in a variety of activities.

Recruitment

Principal Wilson stated that the school is still accepting applications for the 7th grade (21 seats still open). She reported that the bus ad campaign will continue throughout the summer and staff are planning to attend community events, specifically reaching out to bilingual families and gathering information regarding bilingual media sources. She stated that there is an increase in enrollment of English Language Learners.

Attendance

Principal Wilson stated that schoolwide attendance hovers at 90%. She added that the Attendance Liaison is connecting with parents/guardians regarding tardy students, working with students and families with 20-30 absences by making calls and visits to their homes. She stated that counselors and teachers work with the Liaison identifying the need for home visits.

Positive Behavioral Intervention System (PBIS)

Principal Wilson reported that 8th grade referrals continue to drop – there were 32 less referrals for the month of April as compared to March. She stated that the 10th grade won the Penny Wars and earned a dress down for having only 1 referral the entire month of April. She stated students receive special recognition as a result of earning PRIDE bucks and less referrals. For example, 85% of students qualified for the Spring Fling Dance/Dress Down, 97% of those students qualified based on behavior and 91% qualified based on attendance.

Senior Updates

Principal Wilson referred to the addition of 12th grade and a special welcome into the senior class. She stated that students who have completed the college application process and are in good-standing will receive a school blazer to showcase their accomplishments. She added that the blazers could be purchased for \$50.00 by individuals to sponsor a student. A trail-blazer ceremony will follow awarding the students who earned a blazer.

Important Dates to Record on Calendars:

- June 3 – Tailgate prior to the SAT at East High School
- June 8 – PTSA Sponsored Food Truck Rodeo
- June 23 – High School Award Ceremony
- July 25, 26 – Leadership Retreat

XVI. School Operations: *Barbara Hasler*

Hasler presented the salary schedule for the next school year. She stated that it aligns with the RCSD but our teachers are asked to work a longer day and school year. She stated that a new teacher applicant's salary step is based on certification and years of experience. Hasler stated that the school is offering an incentive (\$10,000) for math and science teachers, payment spread out over a 2 year period.

Jared Longmore asked if there is an incentive for teachers who are committed and remain with the school over a long period of time. He also asked if teachers with advanced degrees are put on a higher step within the salary schedule. Hasler responded that higher level course teachers may be on different salary schedule depending on experience.

Jennifer Allen asked if there is a relationship with area colleges by recruiting student teachers. Hasler stated that student teachers need to be paired with teachers with more experience and practicum hours in their specialized field of study.

Principal Wilson stated that certification to teach AP courses is important and offered. She stated that YWCP will pay for training and teachers have the advantage of adding the advanced training to their resume.

Palmer asked if there are uncertified teachers at YWCP. Hasler stated that there are a few working on certification.

Palmer asked for a motion of accept the salary schedule. Duthiers advanced the motion and Colón seconded the motion. All agreed. The Salary Schedule for teaching staff was adopted unanimously.

XVII. YWCP Foundation Report: Cynthia Woolbright, Lauri Bonnell

Woolbright expressed her appreciation to Lauri Bonnell for the success of the Fashion Show.

Upcoming Events

- Scholar Breakfast is scheduled for May 18 from 9:15 – 10:15 am.
- Educating the Whole Girl: Lunch and Learn – June 6, University of Rochester, Keynote Speaker: Laura Rebell-Gross from 11:00 – 1:00

Bonnell provided details for the Rise Up for 5 Fundraiser taking place the entire day. She stated that it was important to help people understand what is happening at the school, the successes and why their investments is critical. Board members were assigned donors and sponsors to call following the meeting.

XVIII. Old Business: None

XIX. New Business: None

XX. Adjourn to Executive Session: Personnel Matter

Palmer asked for a motion to adjourn into Executive Session to discuss a Personnel Matter. Colón advanced the motion and Woolbright seconded the motion. All of the Board agreed.

Following the discussion, Palmer asked for a motion to adjourn to the Regular Business Meeting to act on a suggested change in the organization structure. Robinson-Vay advanced the motion and Norris seconded the motion. The Board adjourned from Executive Session to the Regular Business Meeting.

Jarzyniecki stated the following for the record: Resolution #12: 16-17

Whereas, a reorganization of the Operations Office is suggested to prepare for succession planning; therefore be it Resolved, that Roberta McInnis be named the Director of Operations and Barbara Hasler be assigned the position of Business Office Manager with a change to both salaries to reflect job responsibilities and budget; and further be it Resolved, that new job descriptions be developed in accordance with the reorganization.

Palmer asked for a motion to accept the Resolution. Vossler advanced the motion, Norris seconded the motion. All of the Board agreed. Resolution was adopted unanimously.

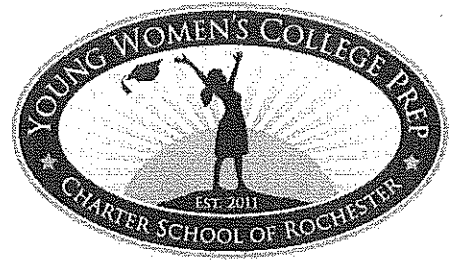
XXI. Adjournment: Next Meeting: Friday, June Board Retreat Day, June 2, 2017 (9:00 – 1:00 pm)

Palmer asked for a motion to adjourn the meeting. Jarzyniecki advanced a motion and Colón seconded the motion. The meeting was adjourned at 9:15 a.m. Palmer reminded the Board that the next meeting on June 2, is scheduled as the Board Retreat from 9:00 – 1:00 pm.

YWCP Board Retreat Minutes

Date: Friday, June 2, 2017
Time: 9:00 – 1:00 pm
Location: Nothnagle, 217 W. Main Street

Official Adopted: July 14
Respectfully submitted:
Barbara Jarzyniecki,
Board Secretary



9:00 – 10:00 am

Retreat, Regular Business Meeting

Board of Trustees Present: *Duffy Palmer, Jennifer Allen, Flor Colon, Erika Duthiers, Barbara Jarzyniecki, Pam Kissel, Jared Longmore, Laura Norris, Mary Beth Robinson-Vay, Suzanne Johnston, Jennifer Weinstein, Cynthia Woolbright*

Absent: *Phoebe Reynolds, Carolyn Vacca*

School Administration Present: *Toyia Wilson, Barbara Hasler*

Foundation Board: *Lauri Bonnell, Director of Development*

I. Call to Order

Palmer called the meeting to order at 9:00 am.

II. Roll Call:

Jarzyniecki noted the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Public speakers: There were no speakers registered to speak.

IV. Approval of the May 5, 2017 Regular Meeting Minutes: *Duffy Palmer*

Palmer called for a motion. Mary Beth Robinson-Vay motioned to accept and approve the May 5, 2017 Regular Meeting Minutes. Laura Norris seconded the motion. All were in favor. Motion carried unanimously.

V. Executive Committee Report: *Duffy Palmer*

Palmer called upon Principal Wilson to provide her report.

Principal Wilson noted several important dates and invited the Board to join the events:

- June 3: SAT Tailgate at East High School (personal note of encouragement prior to taking the SAT) (7:00 am)
- June 8: Student Expo (4:00 pm)
- June 23: YWCP class awards and special recognitions (most improved, highest performer in all areas, attendance, behavior, the arts) (9:00 am)
- July 25-27: Leadership Retreat at the Inn on the Lake (school-based planning team will review progress in all areas and plan for the next school year)

Performance

Principal Wilson stated that 104 students are on the honor roll (3rd quarter) representing 1/3 of the school.

Enrollment

Principal Wilson stated that the projected enrollment for 2017-2018 is 433 students. There are fewer seats available at the 7th and 8th grade level. She stated that using research from the National Coalition for Girls Education "Why all Girls" has helped the team identify new recruitment strategies. She also noted that the Recruitment Committee is renamed the

Recruitment and Retention Committee stressing the importance of retaining students (a suggestion from the Coalition) throughout the school year.

PBIS (Positive Behavioral Intervention System Data)

Principal Wilson presented data that provided a comparison (April and May 2016 and 2017) highlighting the number of PRIDE bucks handed out to students resulting in an increase of good behavior in all areas (Prepared, Respectful, Integrity, Dedicated, and Excellence). She also noted that 8th grade referrals are significantly lower since March with the addition of the Academic Allies who work directly with students.

Attendance

Principal Wilson stated that although there is an incredible amount of attention paid to students who are tardy and absent, the attendance rate remains at 90% overall. She stated that the Attendance Liaison makes home visits, calls and communicates with families on a regular basis and supported the registration of students for the SAT. Board members asked if reasons for the absenteeism are recorded and if families are aware of expectations. Principal Wilson stated that the Attendance Policy is reviewed with families at orientation and is included in the Student Handbook. She offered the main reason students are absent – they are taking care of siblings. She pointed out that this remains a Child Protective Services issue.

VI. Executive Report: *Duffy Palmer*

Approval of Board Officers 2017-2018

Palmer explained that a by-law cited in the original Charter stated that Board members can only serve two consecutive terms. He stated that his term and Erika Duthiers' term expire this month. Palmer presented the new slate of officers for a Board vote.

Flor Colon, Board Chair

Laura Norris, Vice-Chair

Barbara Jarzyniecki, Board Secretary

Jenny Vossler, Treasurer

He added that two new members of the Board are suggested for Executive Committee membership; Jared Longmore and Jennifer Allen. He noted that both have shown commitment while serving on the Foundation Board. Palmer stated that Jennifer Allen has agreed to Chair the Governance Committee in the absence of Duthiers. He complimented Duthiers and expressed the Board's appreciation for her dedication and leadership over the last 5 years.

Palmer asked for a motion. Cynthia Woolbright advanced a motion and Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously. Board members congratulated the Officers and expressed appreciation to Palmer and Duthiers for their service and dedication to the mission of YWCP.

Adoption of the 2017-2018 Board of Trustees Meeting Schedule

Palmer presented the Board of Trustees' Schedule of Meetings for School Year 2017-2018. He asked for a motion to accept the schedule as presented. Colon advanced a motion and Kissel seconded the motion. All were in favor. The schedule was adopted. Palmer stated that following a poll of Board members to confirm availability during the summer months, additional meetings will be added to the schedule for July and August.

VII. Board Outstanding Business

Facilities Committee (Flor Colon)

School Lease Update

Colon reported that the Committee is working with the landlord to extend the lease at Hoover Drive. She stated that the plan is to increase the dedicated space; adding the auditorium, classroom and office space by adjusting the common shared space. The issue of the construction cost and decisions to move forward is part of the discussion regarding the lease.

Jenny Vossler added that a (Charter School) facilities benchmarking exercise was completed. After reviewing the data, she stated that the costs are not out-of-line considering the plan to add space. .

Suzanne Johnston requested information regarding the bidding process. She asked if the Board could offer names and be involved in the development of the criteria pertaining to the request for proposal. Hasler and Vossler stated we can be involved by setting criteria, reviewing proposals, bids and the selection of contractor.

Governance Committee (Erika Duthiers)

1) Approval of Policy Manual

Duthiers stated that it is customary for the Board to review all policies within the Manual prior to the June retreat. She indicated that the Manual was distributed to the Board for review prior to the meeting. Policies adopted during the school year are included and the Manual is updated when changes occur during the school year. At this time, she stated there are no changes to the Board's By-laws or any other policies. Barbara Jarzyniecki indicated that there may be changes to the organization chart following recent discussions. Duthiers asked if there are any other questions and/or suggestions for revisions to a Policy. Board members did not offer any revisions.

Duthiers asked for a motion to readopt current written policies, by-laws/regulations, staff and student handbooks included in the official YWCP Board Policy Manual. Jarzyniecki advanced a motion and Colon seconded the motion. All were in favor and the Policy Manual was readopted unanimously.

2) Results of the Board's Self-Assessment

Duthiers stated that the annual self-assessment is to identify issues needing further clarification and development, gaps in skills of board members, and a way to measure the overall effectiveness of the Board. She stated that the survey was broken down into the following relevant categories: Board Governance and Stewardship, Board Meetings, Financial Stability and Sustainability, School Leadership and Faculty and Parent and Community Engagement.

After reviewing the information from 11 members of the Board, the results indicate that the Board is engaged, positive about the Financial Stability and Sustainability, School Leadership and Board Meetings. According to the Board, it has the right policies in place at the Board and school level to operate effectively consistent with the school's mission and Board obligations. There were areas where the Board was 100% in agreement: Board sets the right goals for student achievement, makes decisions in terms of what is best for the student, monitors student academic performance by reviewing student data throughout the year at monthly Board meetings, and considers and acts upon decisions by the Principal related to program, curriculum and staffing based on student assessment results.

She stated that there was a consensus of the areas that Board effectiveness can be improved: orientation of new Board members, recruitment of community members for various committees, and completion of a long-term Strategic Plan using the findings in the SED site visit report and Corrective Action Plan. In addition, Board members felt that they need to work harder to secure donors, grants, participate in fundraising events and attend school activities and parent meetings. Duthiers offered several recommendations for consideration to increase satisfaction and improve in the areas listed above.

Finance Committee (Jenny Vossler)

1) Approval of 2017-18 Budget

Vossler distributed the FY2017-2018 Budget prior to the meeting. She provided highlights of expenses (food service expense against revenue, the addition of positions during the school year, facilities costs, and enrollment) as well as the loss of some revenue. She referred to a benchmarking document comparing Charter School expenses in several areas with similar schools noting that available data is from 2015. The areas included: regular education, special education, management, personnel, facility and maintenance, school operations and contractual obligations. She stated that the budget is in-line with the other charter schools.

She reviewed the budget comparison of the 2016-17 budget approved, this year's amended budget (additions of positions during the year and other expenses) and the proposed FY2017-2018 budget.

Hasler stated that the additional positions did not impact the bottom-line and were necessary to support the instructional program. Vossler stated that the adjustment in enrollment ended with a decrease of revenue but was offset by managing and reducing expenses in areas that did not impact the instructional program. During the discussion, it was suggested that an additional clerical, administrative assistant (data manager) and Assistant Principal position be added to support the Principal. It was stated that the Budget could comfortably cover these additional positions for the next year and beyond.

Johnston reviewed the data and acknowledged the experience level of the staff. She stated that extensive coaching for new teachers is the best investment the Board could make to support the Principal and faculty.

Vossler stated that there still needs to be a review of the major expenses, directing more dollars to the instructional program. Vossler stated that it is important to meet the projected enrollment listed as revenue as well as maintain student enrollment throughout the year.

Palmer asked for a motion to accept the FY17-18 Budget. Vossler advanced the motion and Norris seconded the motion. All were in favor. The Budget was adopted unanimously.

Palmer asked for a motion to adjourn the Business portion of the Annual Retreat. Colon advanced the motion and Kissel seconded the motion. The Business meeting was adjourned at 10:10 am.

10:00 – 12:45 pm

Board Professional Development

I. YWCP Strategic Plan: Jill Shahan, Northeast Charter Schools Network

i. Review and Discuss

Jill Shahren referred to the Benchmark areas listed in the Charter application and stated that the findings listed for the key performance indicators are critical to reauthorization. She stated that the work towards improving results in the key performance areas is the center of the Strategic Plan.

Shahren helped the Board understand areas where the Board made key decisions to be proactive (tracking data in all performance areas several times during the year, revisiting the math program for students in grades 7-9 changing instruction and assessments, hiring social workers (academic ally) and attendance liaison, strengthening parent communications, developing a strong college process through visits, counseling, mentoring, the creation of graduation and college plan for each student and tracking students' progress toward graduation). She stated the importance of providing a more rigorous math program and the introduction of higher level tests to improve performance.

Shahren reiterated the data necessary to be collected to measure results as part of the Strategic Plan. Shahren expressed the importance of providing unconditional support to the Principal as she works to improve academic performance, bring along the novice staff through an extensive professional development program and continue to build the school climate and culture.

Shahren expressed the importance to document the whole story for the authorizers by digging deep in the data and looking at student growth moving from one level to another and all of the circumstances surrounding the student that may impact learning.

Several Board members brought back the discussion of providing more support to the Principal. Hasler (as a representative for Principal Wilson who left the meeting for personal reasons) stated that there are serious discussions to add an Assistant Principal, an Administrative Assistant (Data Manager) and other key positions to support the Principal as the school adds a grade officially becoming a high school serving grades 7-12.

Shahren ended with a note of confidence and made concrete suggestions for the completion of the Plan before the end of the summer. She stated that she will continue to meet with the Principal and administrative team to support the development of the Strategic Plan.

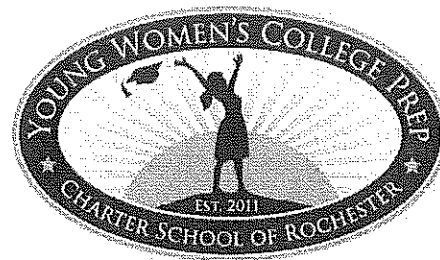
II. Adjournment: Next Meeting: TBD in July and August 2017.

Palmer asked for a motion to adjourn the meeting. Jarzyniecki advanced a motion and Kissel seconded the motion. The meeting ended at 12:30 pm

YWCP Board of Trustees Meeting

Date: Friday, June 23, 2017
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive

Officially Adopted: July 14
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary



SPECIAL BOARD MEETING

Minutes

Board of Trustees Present: *Duffy Palmer, Jennifer Allen, Flor Colon, Barbara Jarzyniecki, Pam Kissel, Laura Norris, Mary Beth Robinson-Vay, Carolyn Vacca, Jennifer Weinstein, Cynthia Woolbright*

Absent: *Erika Duthiers, Suzanne Johnston, Jared Longmore, Phoebe Reynolds, Jenny Vossler*

School Administration Present: *Toyia Wilson, Barbara Hasler*

I. Call to Order: *Duffy Palmer, Chair*

Palmer stated that the purpose for the call of the Special Board Meeting is to discuss next steps regarding a Principal Search given the announcement that Toyia Wilson has taken a job with the Rochester City School District.

II. Public speakers: *None*

III. Principal Report: *Toyia Wilson*

Palmer adjusted the agenda and introduced Principal Wilson to provide a report prior to the awards ceremony. Principal Wilson thanked the Board for its support the last 2 years and stated that the school is headed in the right direction. She reviewed initial results from Regent exams and stated that a complete data analysis will be shared at the next meeting.

IV. Executive Report: *Colon*

Summer Board Meetings

Flor Colon introduced the Board's meeting schedule for July and August. She stated that Friday, July 14 and Friday, August 4 are added to the schedule for 2017-2018. Colon advanced a motion and Norris seconded the motion. All were in favor. The new schedule is adopted.

Principal Search Committee

Colon stated that the Executive Committee met on June 22 to discuss next steps related to the start of the Principal Search and the naming of an Interim Principal. It was stated that Principal Wilson would be leaving

in August, a date yet to be determined according to her contract. Below represents the discussion and decisions:

Creation of a Principal Search Committee

Carolyn Vacca

Suzanne Johnston

Duffy Palmer

Pam Kissel

School representation:

- *Teacher representative*
- *School Based Parent Representative*
- *Administrator*

Next Steps for the Committee:

- Review all materials from the last Principal Search
- Review the actual post for the Principal position
- Post to Indeed and other education venues
- Name an Interim Principal ASAP

Considerations for Principal Search Committee

- Search Firm
- HR support -- external perspective

Interim Principal

The Committee will seek an experienced Principal with urban, high school and charter school experience with an outstanding reputation throughout the Rochester Community.

Transition Plan

Flor Colón will work with Principal Wilson to develop a Transition Plan identifying what needs to be accomplished before her departure, including most importantly, the Annual Report due August 1st

V. Executive Session

At this time, Colon advanced a motion to adjourn to Executive Session to discuss several Personnel matters concerning the Principal's departure. Norris seconded the motion. All were in favor. The motion carried.

Following the discussion in Executive Session, Colon asked for a motion to return to the Special Business Meeting to act on several recommendations discussed that require an official vote of the Board to move forward. Norris advanced the motion, Robinson-Vay seconded the motion to return to the Business Meeting.

Organization restructure for 2017-2018 School Year

Resolution #13: 2017-2018

Resolved, that upon recommendation of the Principal, the following positions listed below will be added to the organization structure to support the instructional program entering into the last phase of adding grades to officially become a high school in accordance with the original Charter.:

- *Assistant Principal*
- *Administrative Assistant (Data Manager)*
- *Athletic Director*
- *Clerical (additional FTE)*

Resolved, that the Young Women's College Prep Board of Trustees authorizes the Principal to develop appropriate job descriptions, adjust FY1718 budget accordingly working with the YWCP Board Treasurer and authorizes the Director of Operations to enter into contracts with appointed staff filling the above positions effective July 1, 2017 through June 30, 2018; and be it further

Resolved, that the change in the organization structure will be communicated to the school authorizer and reflected in YWCP original Charter Application in accordance with Charter School Guidelines.

Pam Kissel advanced a motion, Mary Beth Robinson-Vay seconded the motion. All were in favor. The resolution was adopted unanimously.

VI. Adjournment: Next Meeting: July 14, 2017

Colon asked for a motion to adjourn the meeting. Cynthia Woolbright advanced a motion and Norris seconded the motion. All were in favor. The meeting was adjourned at 9:00 a.m.



Entry 11 Enrollment and Retention of Special Populations

Last updated: 07/13/2017

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2017-2018.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	Goal 1 Reach more families that are identified as ED with a communication plan developed specifically for the targeted subgroups.	Goal 1 1. Secure support from a well-known advertising, Dixon Schwabl to identify the best strategies, the following was developed by that team: 2. Continue to show case a diverse group of girls on social media. 3. Link all videos to Facebook and website. 4. Create a series of one minute videos to promote diversity. 5. Expand to Twitter and Instagram. 6. Implement Brand Ambassador Program. -Current YWCP students are trained in the best ways to present school qualities and included in all recruitment activities. 7. Revamp marketing materials to highlight diversity and that is appealing to 6th grade girls. -Data from application shows an increase in the number of hits from people in our target audience due to the information advertised. 8. Kick off Rochester Transit Advertising Campaign.
		Goal 1 1. Secure support from a well-known advertising, Dixon Schwabl to identify the best strategies, the following was developed by that team: 2. Continue to show case a diverse group of

English Language Learners	<p>Goal 1</p> <p>Reach more families that are identified as ED with a communication plan developed specifically for the targeted subgroups.</p>	<p>girls on social media.</p> <p>3. Link all videos to Facebook and website.</p> <p>4. Create a series of one minute videos to promote diversity.</p> <p>5. Expand to Twitter and Instagram.</p> <p>6. Implement Brand Ambassador Program.</p> <p>-Current YWCP students are trained in the best ways to present school qualities and included in all recruitment activities.</p> <p>7. Revamp marketing materials to highlight diversity and that is appealing to 6th grade girls.</p> <p>-Data from application shows an increase in the number of hits from people in our target audience due to the information advertised.</p> <p>8. Kick off Rochester Transit Advertising Campaign.</p>
Students with Disabilities	<p>Goal 1</p> <p>Reach more families that are identified as ED with a communication plan developed specifically for the targeted subgroups.</p>	<p>Goal 1</p> <p>1. Secure support from a well-known advertising, Dixon Schwabl to identify the best strategies, the following was developed by that team:</p> <p>2. Continue to show case a diverse group of girls on social media.</p> <p>3. Link all videos to Facebook and website.</p> <p>4. Create a series of one minute videos to promote diversity.</p> <p>5. Expand to Twitter and Instagram.</p> <p>6. Implement Brand Ambassador Program.</p> <p>-Current YWCP students are trained in the best ways to present school qualities and included in all recruitment activities.</p> <p>7. Revamp marketing materials to highlight diversity and that is appealing to 6th grade girls.</p> <p>-Data from application shows an increase in the number of hits from people in our target audience due to the information advertised.</p> <p>8. Kick off Rochester Transit Advertising Campaign.</p>

Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
		<p>Goal 1</p> <p>Continue supports for families through a Parent/ Recruitment Czar position.</p> <p>Continue to provide opportunities for families</p>

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Goal 1

Continue to engage all families through support positions and events connected to schoolwide success.

Goal 2

The school leader ensures that all students have the opportunity to learn the critical content of the curriculum.

Goal 3

The school leader ensures that data are analyzed, interpreted, and used to regularly monitor progress toward achievement goals for individual students.

to connect to school through celebrations. Revisit parent engagement through 2 representatives on the School Based Planning Committee (a schoolwide leadership team).

Continue to support parents taking on strong leadership roles through PTSA.

1. Support implemented and referenced regularly for families.

2. Events calendar to include family events.

3. Two parent representatives identified.

Goal 2

All students have access to advanced placement or other rigorous courses. All students have a prescribed program of study that documents access to courses. This year YWCP increased AP offerings from 1 to 4. The master school for next year has 3 more added to the AP offerings. All students are expected to take at least 2 AP courses before graduating. Ms. Wilson implemented a system to track and monitor students as they work towards HS graduation with the YWCP Endorsement (requires more than the advanced Regents). 42% of the first class securely on track to earn the YWCP Endorsement with another 17% who are slightly off-track with the ability to still earn the YWCP Endorsement. For the second year, all students in grade 8-11 took the PSAT and all 11th graders took the SAT (with a plan for August administration for 3 girls). All 8th graders took Algebra I instead of Math 8, giving the entire cohort the opportunity to earn HS credits. 32% of the 8th grade class earned HS credits which is in contrast with NO students meeting the standards on the Math 8 assessment in 2016.

Goal 3

Individual student results from multiple types of assessments are regularly reported and used (e.g. benchmark, common assessments). The AIS team participated in reviewing all students every 5 weeks to determine and develop plans to support all struggling students. The team further developed a method to get feedback from students who did not appear to be struggling in an effort to foster student academic reflection.

Goal 1
Continue to engage all families through support positions and events connected to schoolwide success.

Goal 2
The school leader ensures that all students have the opportunity to learn the critical content of the curriculum.

Goal 3
The school leader ensures that data are analyzed, interpreted, and used to regularly monitor progress toward achievement goals for individual students.

Goal 1
Continue supports for families through a Parent/ Recruitment Czar position.
Continue to provide opportunities for families to connect to school through celebrations.
Revisit parent engagement through 2 representatives on the School Based Planning Committee (a schoolwide leadership team).
Continue to support parents taking on strong leadership roles through PTSA.
1. Support implemented and referenced regularly for families.
2. Events calendar to include family events.
3. Two parent representatives identified.

Goal 2
All students have access to advanced placement or other rigorous courses. All students have a prescribed program of study that documents access to courses. This year YWCP increased AP offerings from 1 to 4. The master school for next year has 3 more added to the AP offerings. All students are expected to take at least 2 AP courses before graduating. Ms. Wilson implemented a system to track and monitor students as they work towards HS graduation with the YWCP Endorsement (requires more than the advanced Regents). 42% of the first class securely on track to earn the YWCP Endorsement with another 17% who are slightly off-track with the ability to still earn the YWCP Endorsement. For the second year, all students in grade 8-11 took the PSAT and all 11th graders took the SAT (with a plan for August administration for 3 girls). All 8th graders took Algebra I instead of Math 8, giving the entire cohort the opportunity to earn HS credits. 32% of the 8th grade class earned HS credits which is in contrast with NO students meeting the standards on the Math 8 assessment in 2016.

Goal 3
Individual student results from multiple types of assessments are regularly reported and used (e.g. benchmark, common assessments). The AIS team participated in reviewing all students every 5 weeks to determine and develop plans to support all struggling students. The team further developed a method to get feedback from

		<p>students who did not appear to be struggling in an effort to foster student academic reflection.</p> <p>Revisit parent engagement through 2 representatives on the School Based Planning Committee (a schoolwide leadership team).</p> <p>Continue to support parents taking on strong leadership roles through PTSA.</p> <ol style="list-style-type: none"> 1. Support implemented and referenced regularly for families. 2. Events calendar to include family events. 3. Two parent representatives identified.
Students with	<p>Goal 1 Continue to engage all families through support positions and events connected to schoolwide success.</p> <p>Goal 2 The school leader ensures that all students have the opportunity to learn the critical</p>	<p>Goal 1 Continue supports for families through a Parent/ Recruitment Czar position. Continue to provide opportunities for families to connect to school through celebrations. Revisit parent engagement through 2 representatives on the School Based Planning Committee (a schoolwide leadership team). Continue to support parents taking on strong leadership roles through PTSA.</p> <ol style="list-style-type: none"> 1. Support implemented and referenced regularly for families. 2. Events calendar to include family events. 3. Two parent representatives identified. <p>Goal 2 All students have access to advanced placement or other rigorous courses. All students have a prescribed program of study that documents access to courses. This year YWCP increased AP offerings from 1 to 4. The master school for next year has 3 more added to the AP offerings. All students are expected to take at least 2 AP courses before graduating. Ms. Wilson implemented a system to track and monitor students as they work towards HS graduation with the YWCP Endorsement (requires more than the advanced Regents). 42% of the first class securely on track to earn the YWCP Endorsement with another 17% who are slightly off-track with the ability to still earn the YWCP Endorsement. For the second year, all students in grade 8-11 took the PSAT and</p>

<p>Disabilities</p>	<p>content of the curriculum.</p> <p>Goal 3 The school leader ensures that data are analyzed, interpreted, and used to regularly monitor progress toward achievement goals for individual students.</p>	<p>all 11th graders took the SAT (with a plan for August administration for 3 girls). All 8th graders took Algebra I instead of Math 8, giving the entire cohort the opportunity to earn HS credits. 32% of the 8th grade class earned HS credits which is in contrast with NO students meeting the standards on the Math 8 assessment in 2016.</p> <p>Goal 3 Individual student results from multiple types of assessments are regularly reported and used (e.g. benchmark, common assessments). The AIS team participated in reviewing all students every 5 weeks to determine and develop plans to support all struggling students. The team further developed a method to get feedback from students who did not appear to be struggling in an effort to foster student academic reflection.</p> <p>Revisit parent engagement through 2 representatives on the School Based Planning Committee (a schoolwide leadership team).</p> <p>Continue to support parents taking on strong leadership roles through PTSA.</p> <ol style="list-style-type: none"> 1. Support implemented and referenced regularly for families. 2. Events calendar to include family events. 3. Two parent representatives identified.
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Entry 12 Classroom Teacher and Administrator Attrition

Created: 07/13/2017 • Last updated: 07/31/2017

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	19	3	3	9	28

Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	4	1	1	0	4

Thank you



Entry 13 Uncertified Teachers

Last updated: 07/31/2017

FTE Count of All Teachers 28
(Certified and Uncertified) as of
June 30, 2017

FTE Count of All Certified 21
Teachers as of June 30, 2017

Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. 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 column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

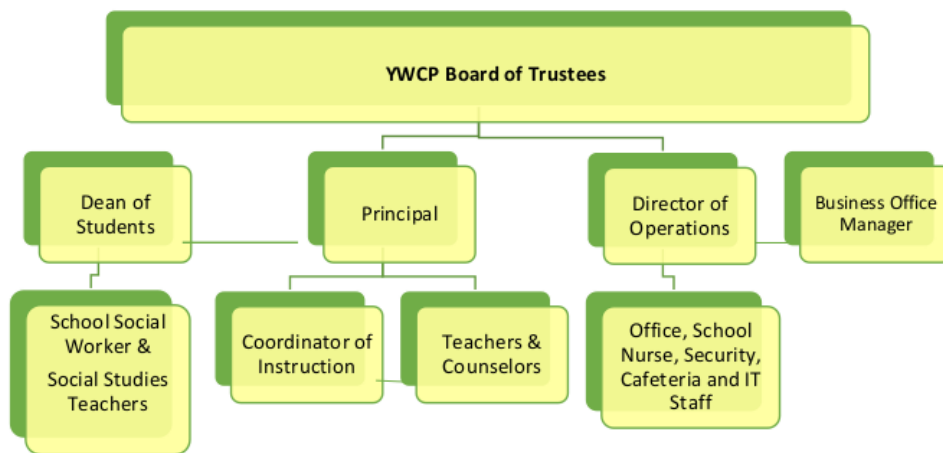
FTE count of uncertified teachers on June 30, 2017, and each uncertified teacher should be counted only once.

1. Total FTE count of uncertified teachers (6-30-17)	7
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	6
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	1

Thank you.



Organizational Chart 16-17



Young Women's College Prep Charter School of Rochester
Academic Calendar 2017-2018

July

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				

August

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	

September

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

October

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	31			

November

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	

December

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

January

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		

February

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		

March

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

April

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				

May

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	

June

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	16	20	21	22
25	26	27	28	29

 First Day of School
  School not in session
  Last Day of School