



Entry 1 School Information and Cover Page

Created: 07/18/2018 • Last updated: 10/31/2018

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, 2018**) or you may not be assigned the correct tasks.

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

b. CHARTER AUTHORIZER (As of June 30th, 2018) 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	Barbara F. Zelazny
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

Mission: Young Women's College Prep Charter School of Rochester (YWCP) will offer young women from the city of Rochester the opportunity to learn in a single-gender environment where a central focus is placed on preparation for college enrollment and graduation. High expectations and evidence of concrete results define the 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 strong voices they will need to be leaders.

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

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. 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 learn how to lead and work collaboratively with others. They actively engage in projects that build their leadership skills, their ability to work as part of a team, and their capacity to positively impact their community. Leadership development is part of the culture of the school and is explicitly taught in Advisory, which meets every day.
Variable 3	College Preparation: College preparation begins in the seventh grade with college visits and ongoing discourse about college in each classroom. College exploration will be integrated into all

	<p>aspects of the curriculum. • Through our comprehensive counseling program designed to support and creating a college going culture. The counselors focus on guiding every student and her family through the complex admissions and financial aid processes.</p>
Variable 4	<p>Faculty: YWCP's teachers will be experienced educators who believe in collaborative learning and are invested in their own professional development and growth. They will be 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> <p>1</p>
Variable 5	<p>Professional Development and Leadership: 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 professional development directly responsive to emerging student data, including: evaluation lesson plans, presenting teaching strategies, and sharing effective practices. Teachers will be expected to work for the first three weeks of August preparing their classrooms and curriculum for the year with guidance from the Principal, YWCP holds an annual retreat for faculty and staff to establish the foundation and focus for the school year. Peer observations will be built into the schedule, as well as team leaching opportunities, which is part of our regular practice.</p>
Variable 6	<p>Knowledge Management: 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 the spirit of a charter school, and is committed to sharing practice 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, 2018 337

j. GRADES SERVED IN SCHOOL YEAR 2017-18

Check all that apply

Grades Served	7, 8, 9, 10, 11, 12
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

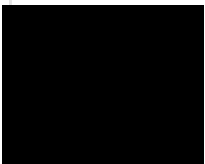
I1. FACILITIES

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 (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	133 Hoover Drive Rochester, NY 14615		Greece	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	Barbara F. Zelazny			
Operational Leader	Roberta McInnis			
Compliance Contact	Deb Hoeft			
Complaint Contact	Barbara Hasler			
DASA Coordinator	Sanya Pelrah			

m1. Are any sites in co-located space? If yes, please proceed to the next question. No

IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC

m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.

Site 1 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/17697143/yFPTXS6fVy/>

Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/17697143/nBjtmqxAKU/>

Site 2 Certificate of Occupancy

(No response)

Site 2 Fire Inspection Report

(No response)

Site 3 Certificate of Occupancy

(No response)

Site 3 Fire Inspection Report

(No response)

n1. Were there any revisions to the school's charter during the 2017-18 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 Maximum Approved Enrollment	The YWCP Board of Trustees reviewed enrollment data. Understanding compliance requires 85%-100% enrollment threshold, we determined the enrollment level be lowered from 450 to 410 across all grade levels. Year over year data supported this determination.	December 1, 2017	March 15, 2018
		Principal Barbara Zelazny, presented an organization structure designed to improve the academic performance of all students. - Change in title from		

2	Change in organizational structure	<p>Coordinator of Instruction to Coordinator of Curriculum and Instruction</p> <p>-The Coordinator of Curriculum and Instruction will continue to lead YWCP's assessment and provide instructional supports. This role is expanded to implementing professional development process with embedded professional development under the direction of the Principal.</p> <p>- Change in title from Athletic Director to Director of Athletics and Recruitment</p> <p>The Director of Athletics and Recruitment will promote and coordinate the athletics department and recruitment process throughout the community to create and sustain relationships with families and students and supervise athletic staff.</p> <p>- Establishment of the Instructional Coach Model</p> <p>Instructional Coaches with the following specialty backgrounds:</p> <p>Literacy, Math, Social Studies, Science (through Encompass), Special Education and English as a Second</p>	July 13, 2018	
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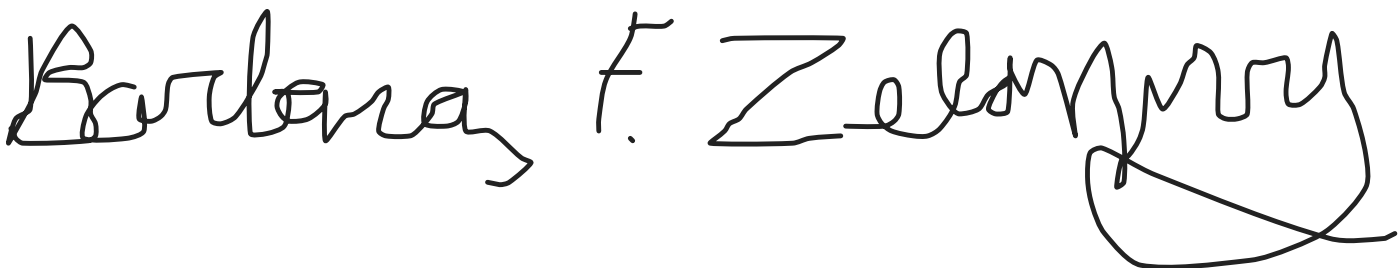
		Language.		
		The coaches and the Director of Athletics and Recruitment will report to the Principal.		
3				
4				
5				

o. Name and Position of Individual(s) Who Completed this Annual Report. Barbara F. Zelazny

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

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date 2018/10/31

Thank you.

(PLEASE PRINT)

School Name

[illegible]

S	U	M	M	E	R		E		S	A	N	D	S		C	A	M	P	U	S					
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1	3	3		H	O	O	V	E	R		D	R	I	V	E								
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Zip Code

R	O	C	H	E	S	T	E	R		N	Y		1	4	6	1	5							
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[illegible][illegible]

- Read the “*Manual for New York State Nonpublic School Facility Fire Safety Inspections*” prior to inspecting the facility.
- A separate report must be completed for each building and location.
- **Part I:** General Information. School officials must complete this section annually.
- **Part II-B Regulations of the Commissioner 155.25:** This section must be completed for schools with electrically operated partitions (Question 8, Non-Conformance Report Sheet) pursuant to the Fire Code and Property Maintenance Code of New York State.

- **Part III Certifications.** To be completed by individuals as indicated.
- This form must be kept on file at the school for three years and must be available for public review.
- **Submitting the Report:** The final submission package includes a total of five pages. After the inspection, sign the Certifications page (Part III, p.5), staple the pages together, and mail to the address above.

Part I: General Information and Fire/Life Safety History
(to be completed annually)

1. Indicate the primary use of this facility: (check one box)

a) Student Instruction	<input checked="" type="checkbox"/>	b) Other Student Use (dormitory, dining hall, physical education building, etc.)	
------------------------	-------------------------------------	--	--

2. Is there a fire sprinkler system in this facility?

Yes ☒ No ☐

If yes, is the sprinkler alarm connected with the building alarm?

Yes ☒ No ☐

3. Is there a fire hydrant system for facility protection?

Yes ☒ No ☐

If yes, indicate ownership of the system.

Public Owned ☒ School Owned ☐ Other _____ (specify)

4. Indicate the ownership of this facility.

Leased ☒ Owned ☐ Other _____ (specify)

5. What is the current gross square footage of this facility?
(to the nearest whole ten feet)

			1	1	2	0	0	0
--	--	--	---	---	---	---	---	---

6. If this facility is used for instruction, complete (a) – (d); otherwise go to question #7.

a) Fire drills were held in accordance with Section 807 of State Education Law and Sections F405 and F408 of the New York State Fire Code. Yes ☒ No ☐

b) Average time to evacuate this facility:

	1	5	7
--	---	---	---

Minutes

Seconds

c) Arson and fire prevention instruction was provided in accordance with Section 808 of State Education Law; which requires every school in New York State to provide a minimum of 45 minutes of instructions in arson, fire prevention, injury prevention, and life safety during each month that school is in session.

Yes ☒ No ☐

d) Employee fire prevention, evacuation, and fire safety training was provided and Records maintained in accordance with Section F406 of the New York State Fire Code.

Yes ☒ No ☐

7. If the fire alarm was activated since the last annual fire inspection, was the fire department immediately notified?

Yes ☒ No ☒

8. Have there been any fires in this facility since the last annual fire inspection?

Yes _____

No ☒

If yes, indicate:

a) Number of fires

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b) Total number of injuries

--	--

c) Total cost of property damage

\$

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Part II: Nonpublic School Fire Safety Non-Conformance Report Sheet

School Name _____ Building Name _____

Part II-B				Part II-B				Part II-B			
Item #	Non-Conformance	Date Corrected		Item #	Non-Conformance	Date Corrected		Item #	Non-Conformance	Date Corrected	
08A-2				12O-2				19E-1			
08B-2				13A-2				19F-1			
08C-2				13B-2				19G-1			
08D-2				14A-2				19H-2			
08E-2				14B-2				20A-1			
09A-2				14C-2				20B-1			
09B-2				14D-1				20C-1			
09C-1				14E-1	✓			21A-3			
09D-1	✓			15A-2				22A-3			
09F-2				15B-1				22B-3			
09G-2				15C-2				22C-3			
10A-2				15D-2				23A-1			
10B-2				16A-2				23B-1			
				16B-2							
10C-1				16 C-2				23C-1			
10D-1				17A-3				23D-2			
11A-2				17B-2				24A-3			
11B-1				17C-2				25A-3			
11C-2				17D-2				<p style="text-align: center;">If any additional non-conformances are observed, check item 25A-3 and list the Code section below.</p> <hr/> <hr/> <hr/> <hr/>			
11D-2				17E-1							
11E-1				17F-3							
12A-1				17G-1							
12B-3				17H-2							
12C-2				17I-2				<p style="text-align: center;">Inspector</p> <p style="text-align: center;">The inspector has been provided with a copy of the previous year's school fire safety report:</p> <p style="text-align: center;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>			
12D-2				17J-1							
12E-1				17K-1							
12F-1				17L-1							
12G-1				18A-2							
12H-1				18B-2							
12I-1				18C-2							
12J-1				18D-2							
12K-1				19A-3							
12L-1				19B-2							
12M-1				19C-1							
12N-1				19D-1							

All schools complete Section 8 only of the building has electrically-operated folding partitions.

Inspection:

Fire Safety Inspector:

Name Donald A Bowers

Date 12/8/17

Registry # 0290-706813

Part III: Nonpublic School Certifications

Section III-A. Fire Inspector

The individual noted below inspected this building on 12/8/2017 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 434.5(a)(2).

Name: Donald W. Bowers Telephone #: (585) 723-2439
Title: Asst Fire Marshal Registry #: 0290-7068 B
(as designated by the NYS Fire Administrator)
Signature: Donald W. Bowers

Section III-B. Building Administrator or Designee

The individual noted below certifies that this building was inspected as indicated in Section III-A above.

Name: BARBARA HASLER Telephone #: (585) 254-0320
Title: BUSINESS OFFICE MANAGER

Section III-C. School Administrator, Director, or Headmaster

I hereby submit this fire inspection report on behalf of the Board of Trustees and certify that:

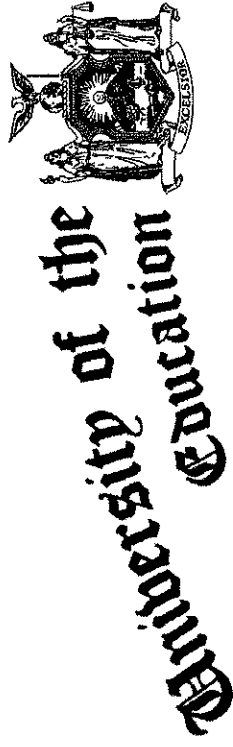
1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. For any uncorrected nonconformances that appear on this report, the Board of Trustees, at the meeting held pursuant to Section 807-a of New York State Education Law, adopted a written plan of correction for those nonconformances, and such plan is available for public inspection.

Name: EDWARD CAVALIER Telephone #: (585) 254-0320
Title: PRINCIPAL Signature: Edward Cavalier

Section III-D. Local Municipal Code Enforcement Official

The nonpublic school official shall enter the name and telephone number of the local municipal code enforcement official having jurisdiction over this facility, and the name of the municipality where this nonpublic school facility is sited.

Name: Robert Dreier Telephone #: (585) 723-2309
City/Town/Village: Greece



**State of New York
Department**

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:

YOUNG WOMENS COLLEGE PREP CHARTER SCHOOL
133 HOOVER DRIVE
ROCHESTER, NEW YORK 14615

DISTRICT:

YOUNG WOMEN'S COLLEGE PREP CHARTER
EDWARD CAVALIER
133 HOOVER DR
ROCHESTER, NEW YORK 14615

Building ID: 261600878020

Issuance Date: December 11, 2017
Effective Date: November 01, 2017
Expiration Date: November 01, 2018

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED



Entry 2 NYS School Report Card Link

Last updated: 07/18/2018

1. CHARTER AUTHORIZER (As of June 30th, 2018) REGENTS-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

2. NEW YORK STATE REPORT CARD <https://data.nysed.gov/reportcard.php?year=2017&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: 10/25/2018 • Last updated: 11/01/2018

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	Increase proficiency on the NYS Math 7 exam.	The focus was on improving the proficiency on the NYS Math 7 exam by gleaning additional data about our students to inform instruction. To do so, we administered the NWEA assessment three times a year and analyzed the students' 6th grade math data and then completed a deep dive into the data to inform classroom instruction. We also provided an additional certified math teacher second semester to help facilitate differentiated instruction including remediation and extensions of	Met	

		learning. Additionally, we utilized the iReady diagnostic assessment and adaptive instructional materials to provide another differentiated approach to learning. YWCP doubled the NYS Math 7 exam proficiency from the previous year.		
Academic Goal 2	Focus curriculum and instruction on student assessment data relative to Regents content and skills.	Midterm and historical Regents assessment data was analyzed to identify implications for instruction. Teachers scheduled common formative assessments modeled after Regents exams to allow students additional practice and then utilized this data to inform differentiated instruction. Additional teachers, with Regents preparation experience, were hired and the master schedule was adjusted to support this work.	Met	
Academic Goal	All content areas incorporated common writing rubrics and	All content area teachers met to revise a common writing rubric, which was based on the NYS ELA Common Core writing rubric. They also incorporated research-based school-wide instructional strategies:	Met	

3	instructional strategies as a focus on improving writing.	Annotating, TEAL, and Tier 2 Vocabulary. Teachers then created writing assignments, analyzed student writing and samples, and used this data to inform future instructional decisions.		
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
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

2017-18 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
		YWCP continued to use the Marzano Teacher Evaluation Rubric. School		

Org Goal 1	The school leader ensures that clear and measurable goals are established to focus on improving student achievement.	leaders revised the prioritized elements for teacher supervision and evaluation. After analyzing the previous school year achievement data, elements were selected to focus on improving quality instruction, student achievement, and engagement.	Met	
Org Goal 2	Professional development is used to support improved instructional practice and student achievement.	Professional development continued to focus on research-based instructional strategies and data driven instruction. It was differentiated based on teacher performance and assessed needs. Teachers identified as needing extra support were provided with coaching by an experienced educator. There was also a renewed focus on vertical planning time to address students' academic needs, including the use of Common Core aligned curricular materials.	Met	
Org Goal 3				
Org Goal 4				
Org Goal 5				

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

6. FINANCIAL GOALS

2017-18 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 FY18 budget.	Increase in net assets.	Met	
Financial Goal 3	No material weaknesses identified in the annual audit.	Clean audit report for FY18.	Met	
Financial Goal 4				
Financial Goal 5				



Entry 4 Expenditures per Child

Created: 07/18/2018 • Last updated: 07/30/2018

YOUNG WOMEN'S COLLEGE PREP CS OF ROCHESTER (REGENTS)Section Heading

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 2017-18 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	5179692
Line 2: Year End FTE student enrollment	337
Line 3: Divide Line 1 by Line 2	15370

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 2017-18 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)	67487
Line 2: Management and General Cost (Column)	342578
Line 3: Sum of Line 1 and Line 2	410065
Line 5: Divide Line 3 by the Year End FTE student enrollment	1217

Thank you.

**YOUNG WOMEN'S COLLEGE PREP
CHARTER SCHOOL OF ROCHESTER**

**Financial Statements as of
June 30, 2018
Together with
Independent Auditor's Report**

Bonadio & Co., LLP
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

October 29, 2018

To the Board of Trustees of
Young Women's College Prep Charter School of Rochester:

Report on the Financial Statements

We have audited the accompanying financial statements of Young Women's College Prep Charter School of Rochester (the School) (a New York not-for-profit corporation), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and change in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

171 Sully's Trail
Pittsford, New York 14534
p (585) 381-1000
f (585) 381-3131

www.bonadio.com

(Continued)

INDEPENDENT AUDITOR'S REPORT

(Continued)

Basis for Qualified Opinion

As more fully described in Note 6 to the financial statements, the School is not able to obtain or determine its net pension asset (liability) or the required disclosures under the New York State Teachers' Retirement System, a defined benefit pension plan, in accordance with accounting principles generally accepted in the United States of America, which require the cost of employees' pensions to be recognized over the employees' respective service periods. In addition, accounting principles generally accepted in the United States of America require an asset to be recorded when the fair value of plan assets exceeds the accumulated benefit obligation and a liability to be recognized when the accumulated benefit obligation exceeds the fair value of plan assets. Quantification of the effects of that departure on the financial statements is not practicable.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Young Women's College Prep Charter School of Rochester as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2017 financial statements, and we expressed a qualified audit opinion on those audited financial statements in our report dated October 30, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2018 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2018

(With Comparative Totals for 2017)

	<u>2018</u>	<u>2017</u>
ASSETS		
CURRENT ASSETS:		
Cash	\$ 1,800,766	\$ 1,538,690
Due from school districts	50,549	166,697
Grants receivable	176,905	258,172
Prepaid expenses and other assets	<u>116,260</u>	<u>28,241</u>
Total current assets	2,144,480	1,991,800
DESIGNATED CASH	75,000	75,000
PROPERTY AND EQUIPMENT, net	<u>91,205</u>	<u>140,662</u>
	<u>\$ 2,310,685</u>	<u>\$ 2,207,462</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 62,794	\$ 99,134
Accrued expenses	492,500	462,562
Deferred revenue	<u>14,737</u>	<u>21,277</u>
Total current liabilities	570,031	582,973
NET ASSETS	<u>1,740,654</u>	<u>1,624,489</u>
	<u>\$ 2,310,685</u>	<u>\$ 2,207,462</u>

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2018

(With Comparative Totals for 2017)

	<u>2018</u>	<u>2017</u>
REVENUE AND SUPPORT:		
Public school district	\$ 4,844,504	\$ 4,290,469
Federal and state grants	450,503	568,894
Other grants	6,539	112,884
Contributions	-	2,629
Other	<u>4,655</u>	<u>1,479</u>
Total revenue and support	<u>5,306,201</u>	<u>4,976,355</u>
EXPENSES:		
Program -		
Regular education	4,564,536	4,109,378
Special education	<u>130,230</u>	<u>100,561</u>
Total program expenses	4,694,766	4,209,939
Management and general	<u>495,270</u>	<u>447,812</u>
Total operating expenses	<u>5,190,036</u>	<u>4,657,751</u>
CHANGE IN NET ASSETS	116,165	318,604
NET ASSETS - beginning of year	<u>1,624,489</u>	<u>1,305,885</u>
NET ASSETS - end of year	<u>\$ 1,740,654</u>	<u>\$ 1,624,489</u>

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2018

(With Comparative Totals for 2017)

	Program Services				Supporting Services			Total	
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	2018	2017
Personnel services costs:									
Administrative staff personnel	\$ 412,455	\$ -	\$ -	\$ 412,455	342,578	\$ -	\$ 342,578	\$ 755,033	\$ 601,316
Instructional personnel	1,724,244	102,349	-	1,826,593	-	-	-	1,826,593	1,626,816
Non-instructional personnel	314,035	-	-	314,035	-	-	-	314,035	219,896
Total personnel services costs	2,450,734	102,349	-	2,553,083	342,578	-	342,578	2,895,661	2,448,028
Fringe benefits and payroll taxes	522,924	21,839	-	544,763	73,098	-	73,098	617,861	469,370
Retirement	202,699	5,034	-	207,733	8,909	-	8,909	216,642	222,112
Accounting/audit services	-	-	-	-	11,800	-	11,800	11,800	11,798
Other purchased/professional/consulting services	120,759	-	-	120,759	12,851	-	12,851	133,610	132,241
Building and land rent/lease	440,425	-	-	440,425	23,180	-	23,180	463,605	438,466
Repairs and maintenance	289	-	-	289	15	-	15	304	12,003
Insurance	34,860	1,008	-	35,868	17,856	-	17,856	53,724	47,331
Utilities	95,739	-	-	95,739	4,715	-	4,715	100,454	102,506
Supplies/materials	63,146	-	-	63,146	-	-	-	63,146	61,897
Equipment/furnishings	13,988	-	-	13,988	-	-	-	13,988	16,870
Staff development	33,317	-	-	33,317	-	-	-	33,317	34,760
Marketing/recruitment	24,019	-	-	24,019	-	-	-	24,019	12,269
Technology	10,955	-	-	10,955	-	-	-	10,955	26,289
Food service	235,170	-	-	235,170	-	-	-	235,170	283,167
Student services	164,621	-	-	164,621	-	-	-	164,621	178,601
Office expense	53,919	-	-	53,919	-	-	-	53,919	44,831
Depreciation	64,823	-	-	64,823	-	-	-	64,823	74,792
Other	32,149	-	-	32,149	268	-	268	32,417	40,420
	<u>\$ 4,564,536</u>	<u>\$ 130,230</u>	<u>\$ -</u>	<u>\$ 4,694,766</u>	<u>\$ 495,270</u>	<u>\$ -</u>	<u>\$ 495,270</u>	<u>\$ 5,190,036</u>	<u>\$ 4,657,751</u>

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2018

(With Comparative Totals for 2017)

	<u>2018</u>	<u>2017</u>
CASH FLOW FROM OPERATING ACTIVITIES:		
Revenue from school districts	\$ 4,954,112	\$ 4,152,279
Grant revenues	538,309	524,160
Miscellaneous sources	4,655	3,892
Payments to vendors for goods and services rendered	(1,519,408)	(1,379,427)
Payments to charter school personnel for services rendered	<u>(3,700,226)</u>	<u>(2,969,848)</u>
Net cash flow from operating activities	<u>277,442</u>	<u>331,056</u>
CASH FLOW FROM INVESTING ACTIVITIES:		
Purchases of property and equipment	(15,366)	(52,310)
Proceeds from sale of property and equipment	<u>-</u>	<u>600</u>
Net cash flow from investing activities	<u>(15,366)</u>	<u>(51,710)</u>
CHANGE IN CASH	262,076	279,346
CASH - beginning of year	<u>1,538,690</u>	<u>1,259,344</u>
CASH - end of year	<u>\$ 1,800,766</u>	<u>\$ 1,538,690</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:		
Change in net assets	\$ 116,165	\$ 318,604
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation	64,823	74,792
Loss on disposal of property and equipment, net	-	3,774
Changes in:		
Due from school districts	116,148	(140,457)
Grants receivable	81,267	(161,467)
Prepaid expenses and other assets	(88,019)	37,527
Accounts payable	(36,340)	48,153
Accrued expenses	29,938	144,014
Deferred revenue	<u>(6,540)</u>	<u>6,116</u>
Net cash flow from operating activities	<u>\$ 277,442</u>	<u>\$ 331,056</u>

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

1. THE ORGANIZATION

Young Women's College Prep Charter School of Rochester (the School) is an independent public school established under the provisions of the New York State Charter School Act of 1998, codified as Article 56 of the Education Law. The School is affiliated with the Young Women's Leadership Network (YWLN), which supports five highly successful single-gender secondary schools in New York City and others across the United States. The School benefits from the structured and targeted support that YWLN provides for its network schools and affiliates that can be measured in college acceptance and graduation.

It is the School's mission to provide students in Rochester, New York with a safe, supportive, and intellectually engaging educational environment. The central philosophy of the School is that strong student-teacher relationships are essential to student motivation and achievement. The School is designed to strengthen these bonds and assist students in overcoming the demographic destiny of poverty and exceed state achievement standards.

The School's initial charter was executed by and between the Board of Regents of the State of New York and the School in September 2011. The School's initial charter expired in June 2017. In January 2017, the School received a renewal of its charter for an additional two years through 2019.

The School began operations in September 2011. The School provides educational instructions to students in seventh grade through twelfth grade. The School added the twelfth grade during the 2017-2018 school year.

Young Women's College Prep, Inc. (the Foundation) is an unrelated not-for-profit corporation formed to provide a bridge between the Rochester community and the School. In addition to providing the School with financial support for identified and targeted initiatives, the Foundation provides selective student programming and mentoring to enhance the students' experiences at the School.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America.

Financial Reporting

At June 30, 2018 and 2017, all of the School's net assets were unrestricted.

Revenue Recognition

The School records public school district revenue on a per student basis at rates established by New York State (the State) for the school district in which the student resides. Final determination of the revenue earned by the School is subject to review by the Rochester City School District. Provision is made in the financial statements for anticipated adjustments that may result from such reviews. Differences between amounts provided and final settlements are included in the statements of activities and change in net assets in the year of settlement.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash

The School's cash is maintained in bank demand deposit accounts. The balances in these accounts may, at times, exceed federally insured limits. The School has not experienced any losses in these accounts and believes it is not exposed to any significant credit risk with respect to cash.

Grant Receivable and Revenue

Grant revenue is recognized as the related costs are incurred. Amounts received in advance of incurring the related costs are reported as deferred revenue.

The School records an allowance for uncollectible accounts based on historical collection experience and a review of specific amounts outstanding. Accounts are written off against the allowance when uncollectibility becomes known. At June 30, 2018 and 2017, it was determined that an allowance for uncollectible amounts was not necessary.

Designated Cash

In accordance with New York State Department of Education (NYSED) regulations, the School is required to maintain funds to pay for expenses associated with the potential termination of the School or non-renewal of the School's charter. The School had designated funds totaling \$75,000 at June 30, 2018 and 2017 to satisfy this requirement.

Property and Equipment

Property and equipment is stated at cost or fair value at the date of donation. It is the School's policy to capitalize all additions greater than \$1,000 with a useful life in excess of three years. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets, which range from three to ten years.

Program Services

Regular education expenses include costs incurred in connection with the educational activities of the School. Other program expenses include costs incurred in connection with other than instructional activities provided to students, i.e., community services, health services, food services, athletic services, music, and other student activities.

Donated Services

Volunteers have donated significant amounts of time in support of the School's activities. However, the value of these services is not reflected in the accompanying financial statements, as they do not meet the criteria for recognition as set forth under generally accepted accounting principles.

Income Taxes

The School is exempt from income taxes as a corporation qualified under Section 501(c)(3) of the Internal Revenue Code. The School has also been classified by the Internal Revenue Service as an entity that is not a private foundation.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Comparative Information

The financial statements include certain prior year summarized comparative information in total, but not by functional expense classification. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2017, from which the summarized information was derived.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principle requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

3. CONCENTRATIONS

The School's primary source of funding is obtained from the NYSED and is reported as public school district revenue in the accompanying statements of activities and change in net assets. This funding is received on a per pupil basis and was approximately 91% and 86% of the School's total revenue and support during the years ended June 30, 2018 and 2017, respectively.

4. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2018</u>	<u>2017</u>
Equipment	\$ 345,143	\$ 332,127
Property and leasehold improvements	<u>54,332</u>	<u>51,982</u>
	399,475	384,109
Less: Accumulated depreciation	<u>(308,270)</u>	<u>(243,447)</u>
	<u>\$ 91,205</u>	<u>\$ 140,662</u>

Depreciation expense was \$64,823 and \$74,792 for the years ended June 30, 2018 and 2017, respectively.

5. COMMITMENTS

The School had a non-cancellable lease agreement for its previous school location that required monthly payments of \$24,205 from July 2016 through June 2017.

Effective July 2016, the School entered into a one-year lease agreement for its current school location that required monthly payments of \$12,333 from July 2016 through June 2017. In June 2017, this agreement was amended to extend the lease term through June 2019. Under the terms of the new agreement, the School's base rent will be \$7.31 per square foot through June 2018 and \$7.56 per square foot through June 2019.

Future minimum payments under the terms of this agreement for the year ending June 30, 2019 are \$479,460.

Rent expense recognized under the terms of these agreements was \$463,605 and \$438,466 for the years ended June 30, 2018 and 2017, respectively.

6. RETIREMENT PLANS

403(b) Retirement Plan

The School sponsors a tax-sheltered annuity 403(b) retirement plan (the Plan) for all salaried employees. These employees are eligible to participate in the Plan upon hiring and are vested in the School's contributions upon continuation of service after the completion of one year. The School did not make any contributions to the Plan during the years ended June 30, 2018 and 2017.

New York State Teachers' Retirement System

The School participates in the New York State Teachers' Retirement System (TRS). This is a cost-sharing multiple-employer retirement system. Accounting principles generally accepted in the United States of America require the School to record its funded status in the plan and to make certain disclosures related to the plan, its assets, and the components and expense and the funded status at year-end. TRS performs an actuarial calculation of the funded status for the prior year on an annual basis. Therefore, at June 30, 2018 the only available information for the plan is as of June 30, 2017. The School has determined based on the period of time that has elapsed, and the potential significant change in the funded status year over year, that it is not useful to record the prior year funded status in the current year and that it is impracticable to obtain an actuarial valuation as of June 30, 2018.

The School made contributions for eligible full-time employees at rates of 9.80% and 11.72% of compensation for the years ended June 30, 2018 and 2017, respectively. Contributions are used by the System to purchase fully-vested individual retirement annuity contracts. The School recognized pension expense for required contributions to the System of \$216,642 and \$222,112 during the years ended June 30, 2018 and 2017, respectively.

6. RETIREMENT PLAN (Continued)

New York State Teachers' Retirement System (Continued)

The following information is meant to provide additional information on TRS, as well as provide information on the plan as of June 30, 2017.

The following information has been derived from the New York State Teachers' Retirement System reporting as of June 30, 2017, the most current date for which an actuarial report is available.

The School's net pension asset as of June 30, 2017 was \$90,904. Had the School's net pension asset been recorded at June 30, 2017, the following line items would have been impacted accordingly:

	<u>As Reported</u>	<u>Net Pension Asset</u>	<u>As Reported With the Net Pension Asset at June 30, 2017</u>
Other assets	\$ <u>-</u>	\$ <u>90,204</u>	\$ <u>90,204</u>
Total assets	\$ <u>2,207,462</u>	\$ <u>90,204</u>	\$ <u>2,297,666</u>
Net assets	\$ <u>1,624,489</u>	\$ <u>90,204</u>	\$ <u>1,714,693</u>

The total pension liability as of the measurement date was determined using an actuarial valuation as noted in the table below, with update procedures used to roll forward the total pension asset to the measurement date. The actuarial valuation used the following assumptions reported by TRS to the School as follows:

Measurement date	June 30, 2017
Actuarial valuation date	June 30, 2016
Interest rate	7.25%
Discount rate	7.25%
Long term rate of return on pension plan investments	7.25%
Salary scale	1.90% - 4.72%
Decrement tables	July 1, 2009 - June 30, 2014
System's experience inflation rate	2.50%

7. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 29, 2018, which is the date the financial statements were available to be issued.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

October 29, 2018

To the Board of Trustees of
Young Women's College Prep Charter School of Rochester:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Young Women's College Prep Charter School of Rochester (the School) (a New York not-for-profit corporation), which comprise the statement of financial position as of June 30, 2018 and the related statements of activities and change in net assets, functional expenses, and cash flows for the year then ended, and have issued our report thereon dated October 29, 2018, which was qualified due to the School not being able to obtain its net pension asset (liability) at June 30, 2018 in accordance with accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

(Continued)

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

(Continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Annual Financial Statement Audit Report

School Name:	Young Women's College Prep Charter School of Roches
Date (Report is due Nov. 1):	November 1, 2018
Primary District of Location (If NYC select NYC DOE):	Greece Central School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Roberta McInnis
School Fiscal Contact Email:	
School Fiscal Contact Phone:	
School Audit Firm Name:	Bonadio & Co., LLP
School Audit Contact Name:	Craig Stevens
School Audit Contact Email:	
School Audit Contact Phone:	
Audit Period:	2017-18
Prior Year:	2016-17

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	A written management letter was not issued.
Management Letter Response	N/A
Federal Single Audit (A-133)	The school did not expend federal funds in excess of the threshold.
Corrective Action Plan	N/A

Young Women's College Prep Charter School of Rochester
Statement of Financial Position
as of June 30

	<u>2018</u>	<u>2017</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 1,800,766	\$ 1,538,690
Grants and contracts receivable	176,905	258,172
Accounts receivables	50,549	166,697
Prepaid Expenses	116,260	28,241
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	2,144,480	1,991,800
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 91,205	\$ 140,662
Restricted Cash	75,000	75,000
Security Deposits	-	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT	166,205	215,662
TOTAL ASSETS	<u><u>2,310,685</u></u>	<u><u>2,207,462</u></u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 62,794	\$ 99,134
Accrued payroll, payroll taxes and benefits	492,500	462,562
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	14,737	21,277
Other Current Liabilities	-	-
TOTAL CURRENT	570,031	582,973
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM	-	-
TOTAL LIABILITIES	<u>570,031</u>	<u>582,973</u>

NET ASSETS

Unrestricted

\$ 1,740,654

\$ 1,624,489

Temporarily restricted

-

-

Permanently restricted

-

-

TOTAL NET ASSETS1,740,6541,624,489**TOTAL LIABILITIES AND NET ASSETS**2,310,6852,207,462

Young Women's College Prep Charter School of Rochester
Statement of Activities
as of June 30

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 4,549,755	\$ -	\$ 4,549,755	\$ 4,283,092
State and Local Per Pupil Revenue - SPED	294,749	-	294,749	209,079
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	207,458	-	207,458	125,343
State and City Grants	-	-	-	-
Other Operating Income	15,891	-	15,891	1,479
Food Service/Child Nutrition Program	231,809	-	231,809	241,849
TOTAL OPERATING REVENUE	5,299,662	-	5,299,662	4,860,842
EXPENSES				
Program Services				
Regular Education	\$ 4,564,536	\$ -	\$ 4,564,536	\$ 4,109,378
Special Education	130,230	-	130,230	100,561
Other Programs	-	-	-	-
Total Program Services	4,694,766	-	4,694,766	4,209,939
Management and general	495,270	-	495,270	447,812
Fundraising	-	-	-	-
TOTAL EXPENSES	5,190,036	-	5,190,036	4,657,751
SURPLUS / (DEFICIT) FROM OPERATIONS	109,626	-	109,626	203,091
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	6,539	-	6,539	115,513
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	6,539	-	6,539	115,513
Net Assets Released from Restrictions / Loss on Disposal	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	116,165	-	116,165	318,604
NET ASSETS - BEGINNING OF YEAR	\$ 1,624,489	\$ -	\$ 1,624,489	\$ 1,305,885
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-

NET ASSETS - END OF YEAR

<u>\$</u>	<u>1,740,654</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>1,740,654</u>	<u>\$</u>	<u>1,624,489</u>
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Young Women's College Prep Charter School of Rochester
Statement of Cash Flows

as of June 30

	<u>2018</u>	<u>2017</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ -	\$ -
Revenues from School Districts	4,954,112	4,152,279
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	-	-
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	538,309	524,160
Prepaid Expenses	-	-
Accounts Payable	-	-
Accrued Expenses	-	-
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	4,655	3,892
Deferred Revenue	-	-
Interest payments	-	-
Payments to vendors for goods and services rendered	(1,519,408)	(1,379,427)
Payments to charter school personnel for services rendered	(3,700,226)	(2,969,848)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 277,442	\$ 331,056
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(15,366)	(52,310)
Other	-	600
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (15,366)	\$ (51,710)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 262,076	\$ 279,346
Cash at beginning of year	1,538,690	1,259,344
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 1,800,766	\$ 1,538,690

Young Women's College Prep Charter School of Rochester
Statement of Functional Expenses
as of June 30

		2018						
	No. of Positions	Program Services				Supporting Services		
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	7.00	412,455	-	-	412,455	-	342,578	342,578
Instructional Personnel	31.00	1,724,244	102,349	-	1,826,593	-	-	-
Non-Instructional Personnel	14.00	314,035	-	-	314,035	-	-	-
Total Salaries and Staff	52.00	2,450,734	102,349	-	2,553,083	-	342,578	342,578
Fringe Benefits & Payroll Taxes		522,924	21,839	-	544,763	-	73,098	73,098
Retirement		202,699	5,034	-	207,733	-	8,909	8,909
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	11,800	11,800
Other Purchased / Professional / Consulting Services		120,759	-	-	120,759	-	12,851	12,851
Building and Land Rent / Lease		440,425	-	-	440,425	-	23,180	23,180
Repairs & Maintenance		289	-	-	289	-	15	15
Insurance		34,860	1,008	-	35,868	-	17,856	17,856
Utilities		95,739	-	-	95,739	-	4,715	4,715
Supplies / Materials		63,146	-	-	63,146	-	-	-
Equipment / Furnishings		13,988	-	-	13,988	-	-	-
Staff Development		33,317	-	-	33,317	-	-	-
Marketing / Recruitment		24,019	-	-	24,019	-	-	-
Technology		10,955	-	-	10,955	-	-	-
Food Service		235,170	-	-	235,170	-	-	-
Student Services		164,621	-	-	164,621	-	-	-
Office Expense		53,919	-	-	53,919	-	-	-
Depreciation		64,823	-	-	64,823	-	-	-
OTHER		32,149	-	-	32,149	-	268	268
Total Expenses		\$ 4,564,536	\$ 130,230	\$ -	\$ 4,694,766	\$ -	\$ 495,270	\$ 495,270

	2017
Total	
\$	\$
755,033	601,316
1,826,593	1,626,816
314,035	219,896
2,895,661	2,448,028
617,861	469,370
216,642	222,112
-	-
-	-
11,800	11,798
133,610	132,241
463,605	438,466
304	12,003
53,724	47,331
100,454	102,506
63,146	61,897
13,988	16,870
33,317	34,760
24,019	12,269
10,955	26,289
235,170	283,167
164,621	178,601
53,919	44,831
64,823	74,792
32,417	40,420
\$ 5,190,036	\$ 4,657,751



Entry 5c Additional Financial Docs

Last updated: 10/30/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Section Heading

1. Management Letter

(No response)

Explanation for not uploading the Management Letter.

A written management letter was not issued. No findings noted.

2. Form 990

(No response)

Explanation for not uploading the Form 990.

Additional time is required in order to file the Form 990. An extension has been filed.

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit.

The school did not expend federal funds in excess of the \$750,000 threshold.

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report.

N/A

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/20216023/pN6H0Nalce/>

Explanation for not uploading the Escrow evidence. (No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan. N/A - A written management letter was not issued.

FOR INQUIRIES CALL



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000008003 FIDS1548D01706291806 05 000000

P

YOUNG WOMEN'S COLLEGE PREP CHARTER
SCHOOL OF ROCHESTER
ESCROW ACCOUNT
133 HOOVER DR
ROCHESTER NY 14615

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	

ACCOUNT NUMBER	STATEMENT PERIOD
[REDACTED]	06/01/18 - 06/30/18

BEGINNING BALANCE	\$74,980.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$74,980.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
06/01/2018	BEGINNING BALANCE			\$74,980.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	



Entry 5d Financial Services Contact Information

Last updated: 10/30/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

YOUNG WOMEN'S COLLEGE PREP CS OF ROCHESTER (REGENTS)Section Heading

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Roberta McInnis		

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Craig Stevens			7

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm

New York State Education Department

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

2018-19 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 Womens College Prep Charter School -

PROJECTED BUDGET FOR 2018-2019 -

July 1, 2018 to June 30, 2019 -

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	5,718,754	347,800	133,000	-	-	6,199,554
Total Expenses	5,238,751	196,796	133,000	-	532,625	6,101,172
Net Income	480,003	151,004	-	-	(532,625)	98,382
Actual Student Enrollment	332	47				-
Total Paid Student Enrollment	332	47				379

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 School District	\$13,684.00
Greece Central School District	\$12,252.00
East Irondequoit Central School District	\$12,929.00
West Irondequoit Central School District	\$11,516.00
Gates Chili Central School District	\$13,837.00
Wheatland Chili Central School District	\$16,148.00

4,926,240	347,800	-	-	-	5,274,040
85,764	-	-	-	-	85,764
51,716	-	-	-	-	51,716
46,064	-	-	-	-	46,064
27,674	-	-	-	-	27,674
32,296	-	-	-	-	32,296
5,169,754	347,800				5,517,554

Special Education Revenue	-	-	-	-	-	-
Grants						
Stimulus	-	-	-	-	-	-
Other	-	-	-	-	-	-
Other State Revenue	-	-	-	-	-	-

TOTAL REVENUE FROM STATE SOURCES

5,169,754	347,800				5,517,554
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs
Title I
Title Funding - Other
School Food Service (Free Lunch)
Grants
Charter School Program (CSP) Planning & Implementation
Other
Other Federal Revenue

-	-	-	-	-	-
185,000	-	-	-	-	185,000
54,000	-	-	-	-	54,000
300,000	-	-	-	-	300,000

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

TOTAL REVENUE FROM FEDERAL SOURCES

539,000					539,000
---------	--	--	--	--	---------

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising
Erate Reimbursement
Interest Income, Earnings on Investments,
NYC-DYCD (Department of Youth and Community Developmt.)
Food Service (Income from meals)
Text Book
Other Local Revenue

-	-	-	-	-	-
10,000	-	-	-	-	10,000
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	133,000	-	-	133,000

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

10,000		133,000			143,000
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TOTAL REVENUE

5,718,754	347,800	133,000			6,199,554
-----------	---------	---------	--	--	-----------

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions
Executive Management
Instructional Management
Deans, Directors & Coordinators

-	-	-	-	-	-
337,160	-	-	-	-	337,160
164,250	-	-	-	-	164,250

Young Womens College Prep Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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
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Net Income	480,003	151,004	-	-	(532,625)	98,382
Actual Student Enrollment	332	47				-
Total Paid Student Enrollment	332	47				379

		PROGRAM SERVICES			SUPPORT SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	2.00	-	-	-	-	171,142	171,142
Administrative Staff	4.00	-	-	-	-	169,606	169,606
TOTAL ADMINISTRATIVE STAFF	11	501,410				340,748	842,158
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	19.20	1,034,478	-	-	-	-	1,034,478
Teachers - SPED	2.00	-	145,025	-	-	-	145,025
Substitute Teachers	1.00	73,400	-	-	-	-	73,400
Teaching Assistants	1.00	35,000	-	-	-	-	35,000
Specialty Teachers	12.00	628,469	-	-	-	-	628,469
Aides	-	-	-	-	-	-	-
Therapists & Counselors	4.00	196,535	-	-	-	-	196,535
Other	-	10,000	-	-	-	-	10,000
TOTAL INSTRUCTIONAL	39	1,977,882	145,025				2,122,907
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	1.00	46,599	-	-	-	-	46,599
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	4.00	183,599	-	-	-	-	183,599
TOTAL NON-INSTRUCTIONAL	5	230,198					230,198
SUBTOTAL PERSONNEL SERVICE COSTS	55	2,709,490	145,025			340,748	3,195,263
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		241,421	12,925	-	-	30,348	284,694
Fringe / Employee Benefits		458,303	24,537	-	-	57,612	540,452
Retirement / Pension		236,798	12,675	-	-	29,780	279,253
TOTAL PAYROLL TAXES AND BENEFITS		936,522	50,137			117,740	1,104,399
TOTAL PERSONNEL SERVICE COSTS		3,646,012	195,162			458,488	4,299,662
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	-	15,000	15,000
Legal		6,000	-	-	-	-	6,000
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		-	-	-	-	10,000	10,000
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		166,000	-	-	-	-	166,000
TOTAL CONTRACTED SERVICES		172,000				25,000	197,000
SCHOOL OPERATIONS							
Board Expenses		-	-	-	-	500	500

Young Womens College Prep Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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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Actual Student Enrollment	332	47				-
Total Paid Student Enrollment	332	47				379

	PROGRAM SERVICES			SUPPORT SERVICES		TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	
Classroom / Teaching Supplies & Materials	40,000	-	-	-	-	40,000
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	5,000	-	-	-	-	5,000
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-
Telephone	7,000	-	-	-	-	7,000
Technology	45,000	-	133,000	-	-	178,000
Student Testing & Assessment	40,000	-	-	-	-	40,000
Field Trips	10,000	-	-	-	-	10,000
Transportation (student)	50,000	-	-	-	-	50,000
Student Services - other	78,000	-	-	-	-	78,000
Office Expense	75,000	-	-	-	-	75,000
Staff Development	25,000	-	-	-	-	25,000
Staff Recruitment	6,000	-	-	-	-	6,000
Student Recruitment / Marketing	15,000	-	-	-	-	15,000
School Meals / Lunch	297,000	-	-	-	-	297,000
Travel (Staff)	2,500	-	-	-	-	2,500
Fundraising	-	-	-	-	-	-
Other	25,050	-	-	-	-	25,050
TOTAL SCHOOL OPERATIONS	720,550		133,000		500	854,050
FACILITY OPERATION & MAINTENANCE						
Insurance	41,927	1,634	-	-	16,439	60,000
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	514,862	-	-	-	27,098	541,960
Repairs & Maintenance	1,450	-	-	-	50	1,500
Equipment / Furniture	15,000	-	-	-	-	15,000
Security	1,000	-	-	-	-	1,000
Utilities	95,950	-	-	-	5,050	101,000
TOTAL FACILITY OPERATION & MAINTENANCE	670,189	1,634			48,637	720,460
DEPRECIATION & AMORTIZATION	30,000	-	-	-	-	30,000
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-
TOTAL EXPENSES	5,238,751	196,796	133,000		532,625	6,101,172
NET INCOME	480,003	151,004	-	-	(532,625)	98,382

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Rochester City School District	313	47	360
Greece Central School District	7		7
East Irondequoit Central School District	4		4
West Irondequoit Central School District	4		4
Gates Chili Central School District	2		2
Wheatland Chili Central School District	2		2

Young Womens College Prep Charter School

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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
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Net Income	480,003	151,004	-	-	(532,625)	98,382
Actual Student Enrollment	332	47				-
Total Paid Student Enrollment	332	47				379

PROGRAM SERVICES

SUPPORT SERVICES

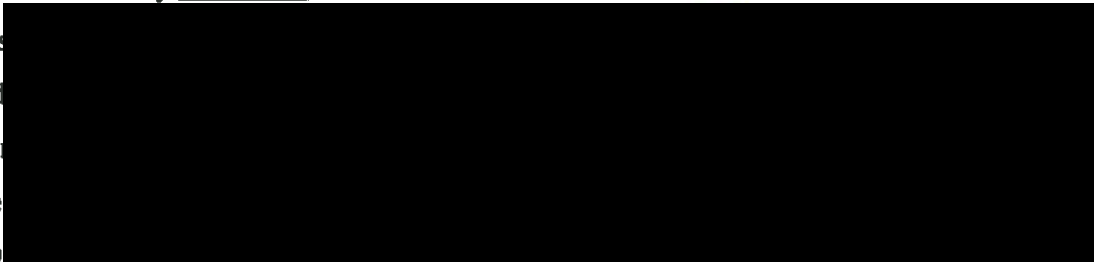
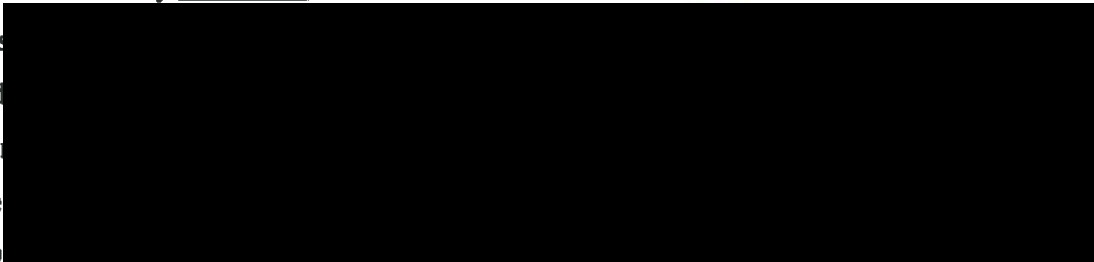
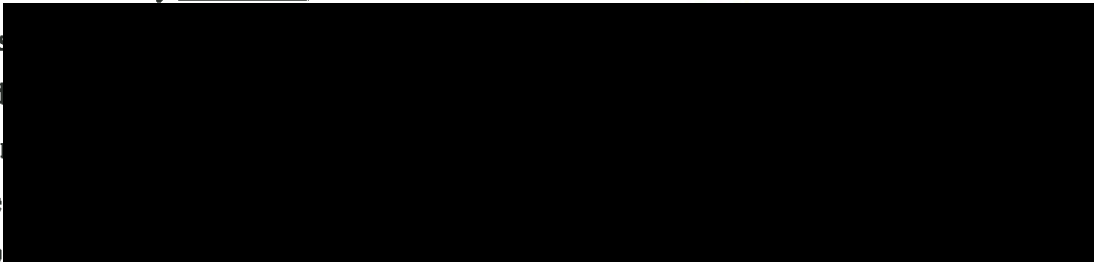
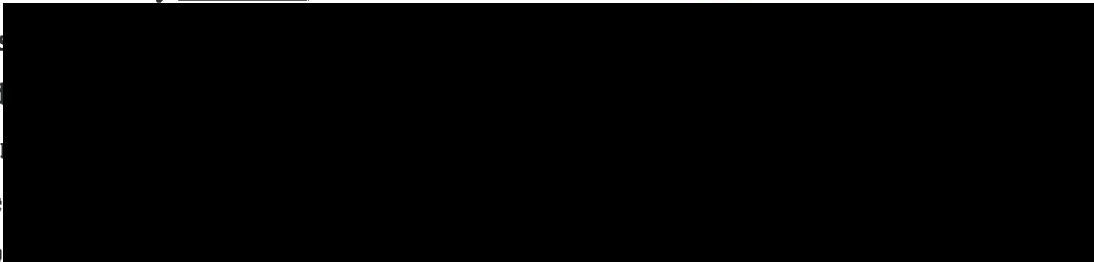
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT	332	47	379			
REVENUE PER PUPIL	17,225	7,400	351			
EXPENSES PER PUPIL	15,779	4,187	351			

[illegible]

[illegible]

**Disclosure of Financial Interest by a New York Charter School Board of Trustees Member
Annual Report 2011-2012**

**Note: This Disclosure is a public record, but asterisked data fields will be redacted.*

1. Trustee Name (print) Jared Longmore
2. Charter School Name Young Women's College Prep Charter School of Rochester
3. Charter Authorizer Entity NYSED
4. Home Address 
5. Business Address 
6. Daytime Phone 
7. E-Mail Address 
8. List all positions held by the trustee during the reporting period.
development chair

9. Is the trustee an employee of the school? ___Yes ☒ No

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

10. Is the trustee an employee or agent of the management company or institutional partner of the charter school? ___Yes ☒ No

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

11. 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 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 Question 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> NONE			

12. 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 **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

Organization conducting business with the school	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 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				

Jared Longmore
Signature

9/10/18
Date



Entry 8 BOT Table

Created: 07/18/2018 • Last updated: 07/20/2018

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Jennifer Allen	Trustee/Member	Development Governance (Ad Hoc)	Yes	1	12/21/2016	12/21/2019	12
2	Flor Colon	Chair	Executive Facilities (Ad Hoc)	Yes	2	6/5/2015	6/30/2018	12
3	Barbara Jarzyniec ki	Secretary	Executive Communications (Ad Hoc)	Yes	2	5/5/2017	5/5/2020	11
4	Suzanne Johnston	Trustee/Member	Performance Review Education	Yes	2	11/1/2017	11/1/2020	6
5	Pamela Kissel	Trustee/Member	Performance Review Education	Yes	1	6/1/2016	6/1/2019	6
6	Kristen Lowe	Trustee/Member	Governance	Yes	1	4/13/2018	4/13/2021	5 or less
7	Laura Norris	Vice Chair	Executive Audit Finance Facilities (Ad Hoc)	Yes	2	5/5/2017	5/5/2020	12
8	Jared Longmore	Trustee/Member	Governance	Yes	1	1/25/2017	1/25/2020	8
9	Phoebe Reynolds	Trustee/Member	Finance	Yes	1	01/25/2017	1/25/2020	5 or less

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

1b. Current Board Member Information

	Trustee Name and Email Address	Position on the Board	Committ ee Affiliation s	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (DD/MM/YYYY)	End Date of Current Term (DD/MM/YYYY)	Board Meetings Attended During 2017-18
10	Mary Beth Robinson	Trustee/M ember	Health & Wellness (Ad Hoc)	Yes	2	04/12/2015	04/12/2018	10
11	Carolyn Vacca	Trustee/M ember	Educatio n Performa nce Review	Yes	1	02/06/2017	02/06/2020	5 or less
12	Jenny Vossler	Treasurer	Executive Finance	Yes	2	05/06/2015	30/06/2018	12
13	Jennifer Weinstein	Trustee/M ember	Develop ment Communi cations (Ad Hoc)	Yes	1	25/01/2017	25/01/2020	12
14	Cynthia Woolbrig ht	Trustee/M ember	Develop ment	Yes	1	21/12/2016	21/12/2019	10
15								

1c. Are there more that 15 members of the Board of Trustees? No

2. Total number of members on June 30, 2018 13

3. Total number of members joining the Board during the 2017-18 school year	1
4. Total number of members departing the Board during the 2017-18 school year	1
5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes	14
6. Number of Board meetings conducted during the 2017-18 School Year	14
7. Number of Board meetings scheduled for the coming 2018-19 school year	12

Thank you.



Entry 9 - Board Meeting Minutes

Last updated: 07/25/2018

[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 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

YOUNG WOMEN'S COLLEGE PREP CS OF ROCHESTER (REGENTS)

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?

No

the charter school's website.

B. Upload all monthly Board meeting minutes, which should match the number of meetings held during the 2017-18 school year.

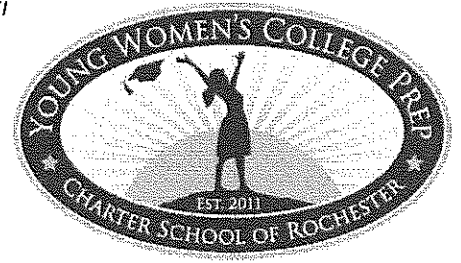
Combine all monthly meeting minutes into one .PDF file.

<https://nysed-cso-reports.fluidreview.com/resp/17867603/wNFCVDEEJA/>

Date: Friday, July 14, 2017

Time: 8:00 am

Location: Young Women's College Prep
133 Hoover Drive



MINUTES

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

Absent: Pam Kissel, Phoebe Reynolds, Carolyn Vacca, Jenny Vossler

School Administration Present: Toyia Wilson, Barbara Hasler

Foundation: Lauri Bonnell, Director of Development

I. Call to Order: Flor Colon

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

II. Roll Call:

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

III. Communications: Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the June 2, 2017 Regular Meeting Minutes and June 23, 2017 Special Meeting Minutes: *Flor Colon*

Colon asked for a motion to accept the June 2 minutes. Mary Beth Robinson-Vay motioned to accept the June 2, 2017 Regular Meeting Minutes. Jared Longmore seconded the motion. All were in favor. Motion carried unanimously.

Colon asked for a motion to accept the June 23 minutes. Mary Beth Robinson-Vay motioned to accept the June 23, 2017 Special Meeting Minutes. Laura Norris seconded the motion. All were in favor. Motion carried unanimously.

VI. Executive Committee Report: Flor Colon

Before adjusting the agenda to hear the Principal's report, Colon introduced Mr. Edward Cavalier. She stated that Mr. Cavalier is being considered for the position of Interim Principal.

Principal's Report

Principal Wilson presented her report highlighting several areas. She announced the specifics regarding the Leadership Retreat to be held July 25-27 at the Inn on Canandaigua Lake. She stated the team will review

Regular Board Meeting: July 14, 2017

school goals and results of teacher survey. The agenda will focus on teacher leadership and planning for professional development for 2017-2018. She added that Jill Shahan (Northeast Charter School Network) will work with the team on re-authorization and planning.

Enrollment/Attendance

Principal Wilson stated that she was pleased that student withdrawals are low in comparison to previous years. She stated that applications for grades 7-12 are at different points of registration and as of today 119 applications have been accepted bringing the school enrollment to 420 students. She included that there are 18 open seats across grade levels. Principal Wilson projected enrollment: 433 students.

Principal Wilson reported attendance at 94% for the month of June.

Behavior Tracking

Principal Wilson stated that referrals have significantly decreased each month according to the SWIS tracking results. She provided data tracking results from October to June.

Corrective Action Plan

Principal Wilson stated that she recently reviewed the overall results of the CAP with Ms. Nicole Henderson, CSO liaison. She highlighted the academic performance in ELA and Math for 7th-8th graders. She provided information that showed YWCP students reached the targets set in the 5 areas identified within the CAP plan. Students were taking responsibility for learning throughout the year.

Colon asked if there is a possibility that YWCP may be removed from this sanction.

She felt that depending on this year's scores, YWCP may be removed from the CAP plan and she stated that she did receive positive feedback from the Ms. Henderson.

Regents Testing Results

Principal Wilson presented data detailing the results of the Regents testing in all subject areas (the data did not take in account the students who took the test in January 2017). The data will eventually include the students taking the course in summer school. She was pleased with most of the results and the % of students passing receiving credits toward graduation. She stated that more 8th grade students are taking Regents exams and passing. She provided some concrete strategies to improve performance.

Algebra I

She stated that there was a significant increase in the number of students taking Algebra 1 and 32% of the 8th grade class (48 students) received high school credit. She provided a comparison of the change compared to the Math 8 performance in 2016 (0% passed at level 3 & 4). She stated that students who did not pass are in summer school and the results should improve.

Algebra II

Principal Wilson stated that only 15 students took this test in June of 2016. This year the number doubled and only 30% of the students passed. She stated that students shifted from Algebra I to II which is a higher level course recorded on a student's transcript. She expressed her concern that the position was vacant for a month due to unforeseen circumstances and a new teacher was hired half way through the year. Students need extra support throughout the year.

Living Environment

Principal Wilson reported a significant increase in the number of students taking the Living Environment test and reported a 20% improvement. She is recommending shifting all 8th grade students to this course next year. She stated 22 8th grade students sat for the test and 59% passed

Common Core English

Principal Wilson stated that 11th grade students were prepared and 77% passed the test out performing students from the RCSD.

Global Studies/US History/Geometry

Principal Wilson stated that students struggled with the above listed Regents tests. She stated only 47% of students passed Global Studies. She is suggesting shifting all students to Global Studies.

She stated that 8th graders performed better than high school students (US History) and that there was a staffing concern that needed to be addressed.

All students struggled with Geometry. She referred to the school's curriculum alignment and work to adjust the math sequence to be Algebra I to Algebra II, and back to Geometry, the same path other Districts are taking in the future.

Jennifer Allen asked how the results impact the AP courses. Principal Wilson stated that AP courses are full and indicated that this is a paradigm shift for teachers and students receive extra support through AIS and other avenues.

Jarzyniecki asked what AP courses are offered. Principal Wilson stated Psychology, Language, World History and Environmental Science are offered and the school is adding English Literature, Art and Calculus to the schedule next year. She stated that scores have not been received as of this date.

Staff and Parent Survey

Principal Wilson distributed (prior to the meeting) detailed results from the staff and parent survey. She stated that results from both surveys will be reviewed and addressed during July Leadership retreat. She felt responses were positive in most of the categories.

Upcoming Events (from Principal Wilson's report)

- 9th Grade Summer Bridge Assignments – scheduled for July 31-August 3

Regular Board Meeting: July 14, 2017

- New/ Returning Student Orientation scheduled Thursday, August 10th
- Laura Rebel-Gross, YWLN On-Boarding for all staff, August 17th
- Senior Trailblazer Breakfast, Saturday, August 26th
- Food Truck Rodeo & Parent Social September 28th
- Open House & Curriculum Night, Thursday, October 12th

Executive Report: Colon

Colon moved the agenda back to the Executive Report. Before Principal Wilson left the meeting, the Board expressed its appreciation to her for her commitment and leadership over the last two years and wished her success in her new role.

New Committee Chairs: Governance, Communications

Colon stated that Jennifer Allen has agreed to Chair, Board's Governance Committee and Jennifer Weinstein, will Chair, the Communications Committee. She welcomed both to their new assignments.

Current List of Board Members 2017-2018

Colon asked the Board to review the current list of Board of Trustees and provide any corrections to Jarzyniecki. This information is kept on file and included in the Annual Report due August 1st.

Principal Search Update

Colon stated that the Committee met and Carolyn Vacca agreed to Chair the Committee. Colon stated that the Principal's Ad was posted on July 7 and that the posting was sent to Laura Rebell-Gross (YWLN) and Jill Shahan (Northeast Charter School Network) for additional dissemination within networks.

Hasler stated that applicant response was very low. She suggested posting to CareerBuilder and stated that the cost is \$1,200 (on-line for 30 days), a popular site for job seekers to increase awareness. Board members agreed and gave the approval to move forward with the posting.

Communication with SED re: Organization Structure and Changes

Colon provided information regarding her discussion with Ms. Nicole Henderson, SED Charter School Officer about the Board's approval to change the organization structure following its discussion in June by adding positions (Assistant Principal, Administrative Assistant (Data Manager), Athletic Director and Clerical) to support the Principal.

In accordance with Charter School Guidelines, a school must inform its authorizer when there is a change to the original Charter Application, specifically if the changes are considered material or non-material. She stated in our case the changes are not viewed as material. Colon noted that we must go on record with SED, therefore, an organizational chart, budget and a redlined Charter reflecting the changes is required. Jarzyniecki, Norris and Hasler are working on gathering this information.

VII. Strategic Planning Committee: Colon stated that Jill Shahan (Northeast Charter School Network) will work with staff at the Leadership Retreat at the end of July to complete data gathering.

Regular Board Meeting: July 14, 2017

VIII. Facilities Committee: Flor Colon

YWCP Building Lease Amendment

Colon provided an update regarding the renewal of the school's lease recently signed for 2 years. She provided an overview of the different options discussing the increase in the square footage. She asked Hasler to add to the discussion. Hasler explained the different phases of renovations noting that the renovations will not start until after the summer break. A plan for managing the changes to the school's dedicated space has been developed using swing space, dividing classroom use within a large space and creating a Nurse's Office.

IX. Finance Committee: Jenny Vossler No Report

X. Audit Committee: Laura Norris No Report

XI. Governance Committee: Jennifer Allen No Report

XII. Education, Performance Evaluation: Pam Kissel No Report

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

XIV. Communications Committee: Jennifer Weinstein

XV. Principal's Report: Toyia Wilson (Presented at the start of the meeting)

XVI. School Operations: Barbara Hasler

Hasler stated that she is working with the administrative staff facilitating the process for new hires reviewing the master schedule with a dependence on actual enrollment.

XVII. YWCP Foundation: Cynthia Woolbright, Lauri Bonnell

Lauri Bonnell confirmed that the Rochester "Little Theatre" will premiere the documentary film STEP on August 17, 2017. She stated that YWCP will host the advanced screening along with Fox Searchlight. She noted that the film was a 2017 Sundance Film Festival Winner. More detail will be provided regarding ticket information.

Bonnell announced the honorees for the Leadership Breakfast: Naomi Silver, President, CEO and Chief Operating Officer of the Rochester Red Wings, RIT and Duffy Palmer, former Chair of the YWCP Board of Trustees and NYS Deputy Secretary of Education.

Bonnell announced that the 9th Grade Summer Bridge will be held on the RIT campus and expressed her appreciation to Erika Duthiers who assisted with securing the location. She noted that a grant will cover the expenses and M/Body is involved with the planning of the girl's empowerment program.

VIII. Old Business: None

XIX. New Business: None

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

Colon asked for a motion to adjourn to Executive Session to discuss a Personnel Matter. Norris advanced the motion, Robinson-Vay seconded the motion. All were in favor. The motion carries.

Following the discussion in Executive Session, Colon asked for a motion to return to the Business Meeting to act on a resolution to appoint the "Interim Principal." Jarzyniecki advanced the motion, Longmore seconded the motion. All were in favor. The motion carries.

Colon stated that Mr. Edward Cavalier came highly recommended to be appointed the "Interim Principal." She noted his longstanding service to education within the Rochester community, urban education experience as well as his knowledge and understanding of charter schools. She stated that Mr. Cavalier, a former Principal of RCSD East High School, will support YWCP during the transition period while the Board of Trustees is seeking a permanent Principal. In particular, she noted that his experience in preparing for and managing the opening of a new school year was extremely important to the Principal Search Committee.

Colon asked for a motion to accept Resolution #1: 2017-2018 approving Mr. Edward Cavalier as the "Interim Principal."

Resolution #1: 2017-2018

Resolved, that upon the recommendation of the Young Women College Prep Board of Trustees, Edward Cavalier is assigned to the "Interim Principal" position, at a salary of \$135,000 effective July 19, 2017 to support the transition and officially taking the title on July 31, 2017.

Suzanne Johnston advanced the motion, Laura Norris seconded the motion. All were in favor. The resolution was adopted unanimously.

Jennifer Allen reiterated the discussion by the Board of Trustees that took place at the June meeting. She stated that it was decided that when a new Principal is appointed, and as our practice with new staff, the individual will have an experienced mentor for additional support. All of the Board agreed.

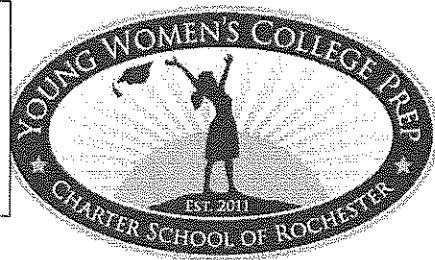
XXI. Adjournment: Next Meeting: Friday, August 4, 2017, 8:00 am

Colon asked for a motion to adjourn the meeting. Longmore advanced the motion, Norris seconded the motion. All were in favor. The meeting was adjourned at 9:35 am.

YWCP Board of Trustees Meeting

Date: Friday, August 4, 2017
Time: 8:00 am
Location: Young Women's College Prep
133 Hoover Drive

Minutes officially approved on
September 8, 2017
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary



MINUTES

Board of Trustees Present: Flor Colon, Jennifer Allen, Barbara Jarzyniecki, Pam Kissel Jared Longmore, Laura Norris, Jenny Vossler Phoebe Reynolds Jenny Vossler Jennifer Weinstein,

Absent: Suzanne Johnston, Mary Beth Robinson-Vay, Carolyn Vacca, Cynthia Woolbright

School Administration Present: Interim Principal Edward Cavalier, Roberta McInnis, Barbara Hasler

Foundation: Lauri Bonnell, Director of Development

I. Call to Order: Flor Colon

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

II. Roll Call:

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

III. **Communications:** Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the July 14, 2017 Regular Meeting Minutes

Colon asked for a motion to accept the July 14th minutes. Norris motioned to accept the July 14, 2017 Regular Meeting Minutes. Jared Longmore seconded the motion. Pam Kissel abstained. All others present were in favor. Motion carried unanimously.

VI. Executive Committee Report: Flor Colon

Principal Search (Carolyn Vacca, Chair)

Colon stated there were several applications received through Indeed. A review of applicants who meet the qualifications within the position description will take place. She reiterated the fact that with the Interim Principal in place, the Committee plans on an extensive review before selecting candidates for final interviews.

Nomination Committee for Board of Trustees

Colon stated that prior to the meeting the Board received Kristin Lowe's resume for review. She stated that Anne Kress, President of Monroe Community College, introduced Lowe's name for consideration. Colon talked about the invaluable connection with the Community College citing the potential opportunities to partner. After speaking with Lowe, Colon felt she would be a great addition given her experience and knowledge in education law, compliance, employment policy and procedures, and safe learning environments. She stated that Lowe expressed an interest in joining the Board as part of the Governance Committee.

Colon asked for a motion to nominate Kristin Lowe to submit an application to become a Board of Trustee. Barbara Jarzyniecki advanced the motion and Jennifer Allen seconded the motion. All were in favor. The motion passed unanimously.

Colon asked Jarzyniecki to forward the SED application process information to Lowe for completion. Jarzyniecki stated that she has put together notes on the comprehensive process and would share with Allen (Board Governance Chair).

Regular Board Meeting: August 4, 2017

YWCP Annual Report

Colon stated that the Annual Report was filed on Monday, July 31st. She asked that the Board receive copies of the report for future reference.

Organization Chart 2017-2018

Colon stated that during the months of June and July, the Board engaged in several discussions regarding the school's organization structure and how we could best support the Principal. Colon asked Barbara Hasler to review the new Organization Chart. Several Board members asked for clarification of reporting lines within the structure under the Principal and Director of Operations. There was also discussion regarding the direct reports to the Board of Trustees. Board members offered changes for consideration.

Hasler noted the changes. Colon asked for a motion to adopt the new Organization Chart 2017-2018 with changes noted by Board members. Jarzyniecki advanced the motion and Vossler seconded the motion. All were in favor. The chart (with suggested changes) was adopted unanimously. Colon stated that the Board will re-visit the organization when a new Principal is appointed.

VII. Facilities Committee: *Flor Colon*

Colon reported that the plans for construction of the facility were filed with the State. She stated the next step is to review the RFP with the landlord, discuss comparative costs and give final approval to move forward.

VIII. Finance Committee: *Jenny Vossler*

Amendments to FY1718 Budget

Vossler presented the amendments to FY1718 Budget (originally adopted in June 2017). She stated the revised budget represents changes to the organization discussed over the last several months (e.g. adding 2 Assistant Principals, adding back an Academic Ally, adding Administrative Assistant (Data Manager) and Clerical). She is projecting the revised budget (FY17-18) to end with a surplus of \$116,000 given in increase in costs, added positions, and school enrollment.

Vossler stated that the school ended (2016-17) with a surplus (\$380,000) in spite of a revenue shortfall by successfully managing expenses during the year.

Colon asked if the school is in good standing as far as the State's practice of requiring at least 3 months of operating expenses in the bank. Vossler responded affirmatively.

Colon asked for a motion to adopt the FY17-18 revised budget. Vossler advanced the motion and Norris seconded the motion. All were in favor. The revised budget is adopted unanimously.

- IX. Audit Committee: *Laura Norris – No Report***
- X. Governance Committee: *Jennifer Allen – No Report***
- XI. Education, Performance Evaluation: *Pam Kissel***

Kissel stated that the members of the Committee (Suzanne Johnston, Pam Kissel and Duffy Palmer) finalized the annual evaluation of Toyia Wilson. She asked that the evaluation be put on record and filed.

Kissel stated the Committee was interested in the graduation cohort. Principal Wilson shared the cohort data highlighting that 77% of the 53 students in the Senior Class are on track to graduate with 12 students needing extra support and resources to meet the YWCP graduation requirements.

Norris asked whether it was realistic to get the 12 students on track. Kissel stated that this item was a focus of the Leadership Retreat and AIS staff are already making plans for far-reaching support. Hasler restated the graduation requirements for an YWCP student. She expressed the fact that the school holds the seniors to a higher standard with

increased requirements for receiving an YWCP high school diploma (endorsement). Colon stated that requirements exceed what is expected in most of the RCSD high schools. She felt that the school's positive learning environment supports students through graduation.

Edward Cavalier, Interim Principal, stated that the school is a welcoming community for seniors, he is confident in their success reiterating that the AIS teachers have identified the students are ready for the coming school year.

XII. Health and Wellness Committee: *Mary Beth Robinson* No Report
XIII. Communications Committee: *Jennifer Weinstein*

Weinstein stated that there are different layers of communications in reaching the goal of awareness when addressing a marketing plan. She stated that the Foundation's Marketing Committee focused on events, fundraising and raising awareness within the Rochester Community. Jarzyniecki (former Communications Chair) stated that the Communication Committee focused on student recruitment and retention developing strategies to get the attention of City families in an effort to enroll more students. Working with Dixon Schwabl interns, a marketing plan based on research was developed to enhance the school's plan.

Weinstein stated that prior to moving forward, it was important to gather data to understand the student population on a deeper level and come together to discuss the delineation of communications understanding roles and responsibilities. She stated that based on a discussion during the Retreat, it is important to intimately know our students, their stories inside and outside of school and document successes. The Board agreed as it starts the re-authorization process.

XIV. Interim Principal's Report: *Edward Cavalier*

Interim Principal Cavalier started by providing a report on the Leadership Retreat. He stated it was well-planned by Toyia Wilson and included Dr. Jason Berman (Professor of Management (St. John Fisher College), administrative team, School Based Planning Team members and teachers. Topics of interest: fostering leadership especially teacher leadership, effective communication, analyzing school data from family and staff surveys and identifying steps for future professional development sessions. Interim Principal Cavalier added that presentations on academic performance data (assessment, Regents and Graduation data) was thorough. He stated staff worked in solution-based small groups focusing on areas of need.

He stated that there was a powerful moment as the graduation data for the seniors was presented to the staff (77% on track to graduate and 12 needing academic intervention to meet requirements). He stated that teachers were starting to develop plans and were committed to supporting students to get them on track. He suggested the school keep records on the number of students within the cohort who left for a variety of reasons.

Attendance

He presented a detailed attendance report from 8/29/16-6/23/17 for grades 7-11. At the end of the year the school reported a combined 90.06% rate.

Enrollment Report

Interim Principal Cavalier reported that 137 applications (82 at the 7th grade level) have been received but not all applications are complete pending the need to collect additional paperwork. The projected enrollment for next year is 406.

Hiring Report

He stated that hiring through Indeed is ongoing. Hasler stated that ads for English, Social Studies, Science teachers and an Athletic Director are posted.

Interim Principal Cavalier expressed the need to upgrade technology by providing tablet computers for the students. He stated that it may be possible to obtain funding through grants.

XV. School Operations: *Barbara Hasler*

Hasler brought back a discussion by the Board regarding the need to have an individual (on staff) whose primary role is compliance as it relates various school populations and data gathering required for Charter School renewal. She stated that an individual acting as a Teacher-On-Assignment has agreed to take on the coordination of special services and school initiatives. She stated that this required an increase in the budget which is already reflected in the FY17-18 revised budget.

XVI. YWCP Foundation: *Cynthia Woolbright, Lauri Bonnell (Report received)*

XVII. Old Business: *None*

XVIII. New Business: *None*

XIX. Adjourn to Executive Session: *Personnel Matter, or other*

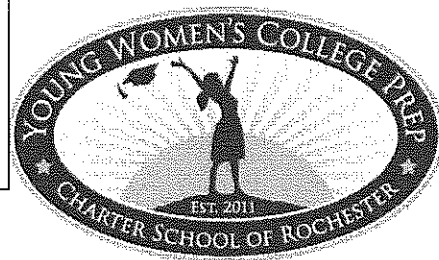
XX. Adjournment: *Next Meeting: Friday, September 1, 2017, 8:00 am*

Colon asked for a motion to adjourn the meeting. Norris advanced the motion, Jarzyniecki seconded the motion. All were in favor. The meeting was adjourned at 9:50 am.

YWCP Board of Trustees Meeting

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

Minutes officially approved on
November 3, 2017
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary



MINUTES

Board of Trustees Present: Flor Colon, Jennifer Allen, Barbara Jarzyniecki, Suzanne Johnston, Pam Kissel, Jared Longmore, Laura Norris, Jenny Vossler, Carolyn Vacca, Jennifer Weinstein, Cynthia Woolbright

Absent: Phoebe Reynolds, Mary Beth Robinson-Vay,

School Administration Present: Interim Principal Edward Cavalier, Roberta McInnis, and Barbara Hasler

Foundation: Lauri Bonnell, Director of Development

I. Call to Order: Flor Colon

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

II. Roll Call:

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

III. **Communications:** Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the August 4, 2017 Regular Meeting Minutes

Colon asked for a motion to accept the August 4th Regular Meeting Minutes. Laura Norris motioned to accept the August 4, 2017 Regular Meeting Minutes. Jennifer Allen seconded the motion. All were in favor. Motion carried unanimously.

VI. Executive Committee Report: Flor Colon

Principal Search (Carolyn Vacca, Chair)

Carolyn Vacca reported on the status of the Search. She stated that the posted ad yielded an initial pool of 15 applicants. As a result, the Committee identified 4 qualified candidates and were particularly interested in 2 of the candidates. She stated that the Committee reached an agreement on a set of interview questions. Vacca further stated that there is a possibility to work with the Farash Foundation, a foundation committed to supporting organizations in securing exceptional leaders. Conversations are continuing with the Foundation seeking its support during the process. Cynthia Woolbright stated she met with a national firm in New York that hires Principals for Charter Schools.

VII. Strategic Planning Committee: No Report

VIII. Facilities Committee: Flor Colon

Colon stated that the State Education Department has not reviewed and approved plans for the school renovations. She expressed her concern of starting construction after school started and added that there is a transition plan to introduce changes over time to avoid disruption.

Hasler expressed her concerns regarding regular daily maintenance of the building. She asked the Board to intervene and discuss the issued with the landlord.

IX. Finance Committee: Jenny Vossler (Distribution of several reports prior to the meeting for Board review)

Regular Board Meeting: September 8, 2017

Jenny Vossler stated that the Finance Committee met on August 31st. At this time, she is reporting that the cash position is good with a surplus of \$150,000. She expressed her concern over the enrollment actuals versus projected enrollment. She asked the management to review the budget and recommend areas where they may be able to offset expenses to avoid being put in a deficit position maintaining a sustainable budget. Vossler stated it was important to seek revenues through other sources (grants, etc.,) Board members felt that reaching the enrollment number of 75 students in the 7th grade may be unrealistic.

Colon and Woolbright expressed the need to look at recruitment strategies used in the past and build a plan to ramp up recruitment and implement strategies to retain students presently enrolled. Colon stated that SED knows our numbers through charter and annual reports. She stated that this is a year round responsibility using best practices of other single gender schools. Vossler strongly expressed that there should be a plan to retain students.

All Board members agreed and it was suggested that the Communications Committee work with the school liaison and take the lead. Woolbright suggested a Task Force be established to study trends, see what works with other schools and introduce new strategies to create awareness and increase enrollment.

Interim Principal Cavalier stated that he has connected with a number of Charter Schools in the area and found that most are not meeting enrollment numbers. He has hired an administrative assistant who has extensive experience in charter schools and the recruitment of students.

Hasler informed the Board that all Charter Schools in the area received a FOIL request for information regarding enrollment on first day of school and pending applications. She stated that she found a number of other schools are struggling given that the RCSD has changed grade configuration of its schools to K-8.

Johnston stated that there is a county wide decline in student population. She asked that the school continue to work with the National Coalition of All-Girls Schools.

Colon stated that it would be wise for the Board to invest in a part-time resource working exclusively on recruitment and retention. Johnston stated there are resources (consultants) who specialize in recruitment.

X. Audit Committee: *Laura Norris*

Norris stated that the annual audit process begins on Monday, September 11th

XI. Governance Committee: *Jennifer Allen* No Report

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

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

XIV. Communications Committee: *Jennifer Weinstein* (Distributed report prior to the meeting)

Jennifer Weinstein is leading an effort to establish communication protocols among the YWCP constituencies to improve overall organizational effectiveness and efficiency. She stated that she understands the importance of benchmarking with other Charter Schools seeking best practices for recruitment. She has started to request data collection protocols used by our sister schools and other charter schools. The request will include mechanisms for outreach as well as samples of communications structures used by other schools resulting in significant learnings. She specifically is seeking information from schools within the YWLN. She referred to a discussion regarding the critical need to gather data on YWCP students who are successful and tell their story. A taskforce is being recommended including parent/parent liaison to develop a comprehensive marketing and communication plan for YWCP using the results from the collection of data.

Jennifer Allen stated that a plan with accountability (actions, timeframe, and completion) is important. Board agreed. Colon stated following the data collection exercise, a review by the Board should take place. She mentioned that Jill

Shahen (Northeast Charter School Network) is an excellent resource and it would be an opportunity to re-connect regarding YWCP's recertification.

XV. Interim Principal's Report: *Edward Cavalier*

1) Opening of School Report

Interim Principal Cavalier began his report by describing how the newspaper and other media venues report student assessment data. He stated that the news focuses on the end result but within the performance data, students are improving and moving into proficiency levels. He presented a power point highlighting several areas where YWCP students moved into levels toward proficiency in ELA (7 and 8th Grade). Cavalier reviewed in detail the recently published student performance report comparing YWCP results with RCSD, NYS and other charter schools. He stated that Grade 7 and 8 ELA results showed improvements across the levels. He noted that students in Grade 8 took the Algebra 1 test and 32% of students who took the test scored in Level 3 (30% in Level 2 considered working toward proficiency). He stated in the previous year (2015) only 3% (same students taking Algebra in Grade 8) scored in Level 3 on the State's 7th grade standardized math test. The 8th grade students taking the Algebra test and passing are in preparation for graduation earning a credit toward their diploma.

Enrollment/Scheduling/Hiring

Interim Principal Cavalier stated that 365 students are presently enrolled which is below the target projected and students are still registering.

Cavalier acknowledged Barbara Hasler (Business Office Manager) and her team for individualizing student schedules and the completion of all hiring and contracts before the start of the school year.

Suzanne Johnston asked for a cohort report regarding the students graduating this year. Johnston stated that a high graduation rate would be viewed favorably by the State's recertification team.

XVI. School Operations: *Barbara Hasler*

Hasler advised the Board that she is still waiting for SED's approval on the plans for building construction.

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

Cynthia Woolbright asked the Board to consider rotating the order of committee reports to ensure that all committee chairs have sufficient time on a regular basis for any required discussion. Colon agreed. Woolbright stated that the Foundation's goal is to have the Board commit to contributing 10% of the fundraising target each year with the remainder being raised from other donors. She also felt it was important for the Board to attend YWCP events and that Board members will receive a report summarizing his/her participation.

XVIII. Old Business: No Report

XIX. New Business: No Report

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

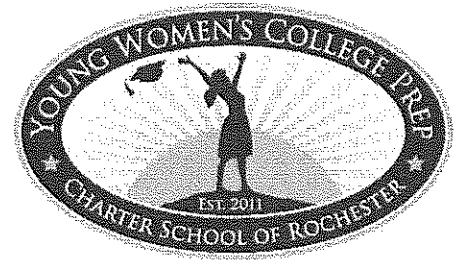
XXI. Adjournment: Next Meeting: Thursday, October 5, 2017, 6:30 pm

Colon asked for a motion to adjourn the meeting. Woolbright advanced the motion, Vossler seconded the motion. All were in favor. The meeting was adjourned at 9:30 am.

YWCP Board of Trustees Meeting

Date: Thursday, October 5, 2017
Time: 6:30 pm
Location: Young Women's College Prep
133 Hoover Drive

*Minutes officially approved on
November 3, 2017
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



MINUTES

Board of Trustees Present: Flor Colon, Jennifer Allen, Barbara Jarzyniecki, Suzanne Johnston, Laura Norris, Mary Beth Robinson-Vay, Jenny Vossler, and Cynthia Woolbright

Potential Board Members: Kristin Lowe (was approved by the Board at the September meeting) and is preparing the State application.

Absent: Pam Kissel, Jared Longmore, Phoebe Reynolds, Carolyn Vacca, Jennifer Weinstein

School Administration Present: Roberta McInnis and Barbara Hasler

Foundation: Lauri Bonnell, Director of Development

I. Call to Order: Flor Colon

Colon called the meeting to order at 6:33 pm.

II. Roll Call:

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

III. **Communications:** Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the September 8, 2017 Regular Meeting Minutes

Colon stated that the minutes from the September 8, 2017 will be presented for approval at the November meeting.

VI. Executive Committee Report: Flor Colon

Principal Search

Colon stated that the Committee has identified an excellent candidate for consideration and the plan was to schedule a phone interview followed by half-day interviews with the Board, school representatives (teacher, student, administrator, and parent).

VII. Principal's Report: Edward Cavalier, Interim Principal

In the absence of Interim Principal Edward Cavalier, Barbara Hasler provided the Board with the Principal's report.

Attendance:

Hasler was pleased to announce that most classes had a 90% attendance rate for the first 19 school days (overall rate: all grade levels (87.8%). She stated that the 9th grade reported the lowest % for attendance and that the Parent Liaison is working to reach out, track and find the no-shows.

Regular Board Meeting: October 5, 2017

Enrollment:

Hasler stated that the school is struggling with enrollment with only 352 students attending as of today. She added that most of the charter schools are also having the same issue and are under enrolled. At this time, she informed the Board that she received a FOIL request from a D&C education reporter asking for information regarding student enrollment, waiting list and how many students were in attendance the first day of school. Several Board members commented on the Task Force (Communications Committee) that is presently conducting a survey of best practices for recruitment from successful schools.

Jennifer Vossler expressed her concern regarding enrollment and stated the importance of increasing enrollment from a budget perspective and the need to make the necessary adjustments given lack of revenue.

Road to Graduation:

Hasler provided a report on the status of the graduating class. She stated that the counselors have reviewed individual transcripts and identified students who are ready to graduate, near ready but lacking a few credits and those that need individual attention throughout the school year. She added that counselors are doing a good job keeping track and she felt YWCP realistically is able to reach the State % for graduation and surpass RCSD % of students graduating.

Woolbright asked how many students started with YWCP in the 7th grade. Hasler stated that the school is working on this data cohort report. Hasler stated that only 8% of the students entered the school close to meeting state standards, and to have this many students ready to graduate is impressive. Colon asked for the cohort information for the graduating class.

Mary Beth Robinson-Vay remarked about the math performance at the 8th grade level. Hasler stated that 33% of 8th students passed the Algebra test earning credit toward graduation. This is an improvement over the 2015 7th grade scores.

VIII. School Operations: *Barbara Hasler*

Hasler stated that the Athletic Director started last Monday. She also reported that one of the Academic Allies is PE certified and is supporting the sports program.

As of today, Hasler stated that she has not heard from the State regarding plans for building construction.

IX. Audit Committee: *Laura Norris*

Norris stated that the audit took place and the Committee is waiting for the preliminary report. The audit is due on November 1st.

X. Finance Committee: *Jenny Vossler*

Vossler referred to the last Board meeting's report. She stated that adjustments to offset expenses were made by Roberta McInnis (Director of Operations) based on the enrollment coming in under projection. She stated that it is important to note that the school has money in the bank to access if anything significant happens but a close eye on expense lines is necessary.

XI. Communications Committee: *Jennifer Weinstein*

Jennifer Weinstein distributed a report prior to the meeting. She reported that the Committee began to identify educational institutions, both charter and private in Rochester (as well as at YWLN affiliates) to understand successful practices utilized during recruitment. This research seeks to bring critical insight to ways YWCP could maximize recruitment effectiveness and cost efficiency. The report included a request for information regarding the breakdown of marketing expenditures from past years and a request to the administration for past marketing plans along with data regarding applications for admission.

XII. Development Report: *Jared Longmore, Cynthia Woolbright, Lauri Bonnell*

Jared Longmore distributed the Development report prior to the meeting. The report included updates from the Foundation regarding the Leadership Breakfast (November 15), grants and grant applications and the annual report. In the report, he highlighted future programs and events FY18 for donors and prospects as well as student centered and teacher/administrator programs supported by the Foundation.

Woolbright thanked Board members who responded to the commitment letter. She highlighted the challenge to maintain expenses given tight budgets for the Foundation Office during the summer months.

Woolbright referred to a letter sent regarding the annual report and a Board report card on meeting attendance at school events and contributions. She talked about opportunities for the Board to increase the number of donors and prospects by inviting individuals to attend the events throughout the year. She reiterated the honorees for the Leadership Breakfast: Naomi Silvers (Chief Operating Officer, Red Wings), RIT and Duffy Palmer (Founding Board Member and Chair). She stated they are expecting over 600 people to attend the breakfast.

XIII. Education, Performance Evaluation: *Pam Kissel – No Report*

XIV. Facilities Committee: *Flor Colon No Report*

XV. Governance Committee: *Jennifer Allen*

Jennifer Allen stated that the Committee met and developed the Governance Committee meeting schedule for the calendar year. She stated that a short-term goal is to review Board documents (Bylaws, MOU, and Charter) by October 19. She added that the Committee will present any recommendations for change to the Board at the November meeting and ask for a vote at the December meeting.

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

Robinson-Vay stated that she has been very active working with the school nurse reviewing school health policies. She is preparing for a presentation on health and nutrition. There is a plan to coordinate a field trip to the public market to purchase food having students participate in a scavenger hunt and helping students put together a taco lunch. She is working closely with school staff and holds yoga classes every week and would like to increase attendance of the classes.

Lauri Bonnell stated that there are so many clubs meeting after school. She added that the introduction to the yoga classes should take place through gym classes.

Colon stated that this subject (Health Care) should be a topic at the Cool Women/Hot Jobs event.

XVII. Strategic Planning Committee: *No Report*

XVIII. Old Business: *No Report*

XIX. New Business: *No Report*

Woolbright announced a special reward that an YWCP student received from Naomi Silvers, Chief Operating Officer for the Red Wings. She told a story about a student who had the opportunity to hold a summer job at the stadium and came forward to help solve a crime.

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

XXI. Adjournment: *Next Meeting: Friday, November 3, 2017, 8:00 am*

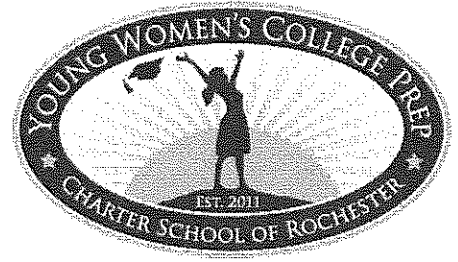
Colon asked for a motion to adjourn the meeting. Woolbright advanced the motion and Norris seconded the motion. All were in favor. The meeting was adjourned at 7:40 pm.

Regular Board Meeting: October 5, 2017

YWCP Board of Trustees Meeting

Date: Thursday, October 26, 2017
Time: Noon
Location: 217 Main Street

*Minutes officially approved on
November 3, 2017
Respectfully submitted:
Barbara Jarzyniecki, Board
Secretary*



SPECIAL BOARD MEETING

MINUTES

Board of Trustees Present: Flor Colon, Barbara Jarzyniecki, Pam Kissel, Laura Norris, Suzanne Johnston, Jennifer Weinstein, and Cynthia Woolbright, Kristin Lowe (pending approval from State – non-voting)

I. Call to Order: Flor Colon

Colon called the meeting to order at Noon. Colon stated that the purpose of this special meeting to address a Personal Matter. Colon stated that not all of the Board were available to attend the meeting given the short notice. She asked for a motion to adjourn to Executive Session. Laura Norris advanced the motion and Barbara Jarzyniecki seconded the motion. All were in favor.

Following a discussion and interview of a potential candidate for employment, Colon asked for a motion to return to the Regular Meeting. Jarzyniecki advanced the motion and Norris seconded the motion.

At this time, no action required an official vote by the Board. Colon proceeded to identify a series of next steps to address the personal matter.

II. Adjournment: Next Meeting: Friday, November 3, 2017, 8:00 am

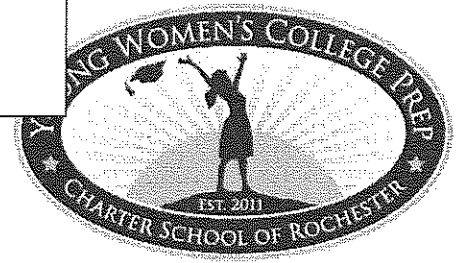
Colon asked for a motion to adjourn the meeting. Norris motioned and Jarzyniecki seconded the motion. All were in favor. The meeting ended at 1:00 pm.

YWCP Board of Trustees Meeting

Minutes Approved on December 1, 2017

*Respectfully submitted: Barbara
Jarzyniecki, Board Secretary*

Date: Friday, November 3, 2017
Time: 8:00 am
Location: Young Women's College Prep
16 Lakeview Park



MINUTES

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

Via Phone: Kristin Lowe (going through the application process to be officially approved by SED)

Absent: Flor Colon, Suzanne Johnston, Phoebe Reynolds, Carolyn Vacca

School Administration Present: Sanya Pelrah, Roberta McInnis, and Barbara Hasler

Foundation: Lauri Bonnell, Director of Development

I. Call to Order: Laura Norris, Vice Chair
Colon called the meeting to order at 8:03 am.

II. Roll Call:
Jarzyniecki called the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications: Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the September 8, 2017, October 5, 2017 Regular Meeting Minutes and October 26, 2017, Special Meeting Minutes

Norris asked for a motion to approve meeting minutes from September and October 2017. Cynthia Woolbright advanced a motion and Mary Beth Robinson-Vay seconded the motion. All were in favor. Minutes approved.

VI. Executive Report: Laura Norris

1) Principal Search

At this time, Norris asked for a motion to adjourn to Executive Session to discuss a Personnel Matter. Pam Kissel advanced the motion and Woolbright seconded the motion. All agreed. Discussion regarding the Personnel Matter was focused on Principal selection and confidentiality regarding this matter.

Following the discussion, Norris asked for a motion to return to the Regular Business Meeting to act on a resolution regarding the Principal selection. Jarzyniecki advanced the motion and Jennifer Weinstein seconded the motion. All agreed.

Norris asked for a motion and second to approve Resolution #2 2017-2018.

Resolution #2 for the Execution of Principal's Contract

By Member of the Board Robinson-Vay

WHEREAS, the Board of Trustees of Young Women's College Prep (YWCP) wishes to enter into an employment agreement between YWCP and Barbara Fagan-Zelazny setting terms of employment as Principal; therefore be it

Regular Board Meeting: November 3, 2017

RESOLVED THAT the Board of Trustees of Young Women's College Prep be and are hereby jointly authorize the YWCP Board's Executive Committee to negotiate, finalize and execute the above mentioned agreements and documents on behalf of the YWCP Board of Trustees and do all such acts, matters, and deeds to take the necessary steps and give such directions as may be required, necessary, and expedient.

Seconded by Woolbright. Norris asked if all of the Board agreed. All were in favor. Resolution approved unanimously.

Following the approval of the Resolution, Norris asked the Board for any additional comments. Norris pointed out that Flor Colon, Chair of the Board asked the candidate for additional references and a 30 day transition plan. Woolbright underlined the importance of professional development and the Board's support during and after the transition of leadership.

Weinstein stated that the Principal should have the ability to access the Board for additional support and encouragement to ensure success within the position as the school leader. Weinstein asked about the onboarding process and transition of leadership. Woolbright asked for the plan to announce the Principal.

Norris stated that this a future discussion when contract is finalized. Announcement to the school community and the Rochester community will be in unison with the candidate's notice to her present employer. Norris stated that Colon will keep the Board informed following the execution of the contract.

1) Nomination, Board of Trustee: Julia Green Sewruk

Norris introduced the name of Julia Green Sewruk as an interested candidate to join the Board (resume was sent to the Board for review prior to the meeting). She stated that the candidate, an attorney, is very knowledgeable in the areas of higher education, labor and employment law. Norris stated that she has worked with education institutions, municipalities, large and small corporations on legal compliance (Title IX), litigation and dispute resolution. Norris added that this is a step to fill a future skills gap in the area of legal, stating that in accordance with the YWCP Board By-Laws, Flor Colon must step down. Norris asked for a motion to approve Julia Green Sewruk as a potential candidate for the Board.

Pam Kissel advanced the motion and Jared Longmore seconded the motion. All agreed. Norris stated that Jarzyniecki will forward information to her regarding the formal SED Board application process.

VII. Interim Principal's Report: Edward Cavalier

Interim Principal Edward Cavalier submitted a written report prior to the meeting listing enrollment numbers by grade level. The report provided data regarding the number of referrals comparing 2016 to 2017 from August to October. Data indicates that there were fewer infractions. Attendance during several events resulted in a 90% overall. Middle school attendance was calculated at 88%. Academic data will be presented by report at the December meeting.

Jennifer Allen asked that the enrollment report be presented by cohort at the 12th grade level. She asked for results of SAT scores and information regarding college references, the college application process and how many students took early application.

Cavalier reported that the counselors are preparing a presentation detailing the college application process for the December Board meeting.

VIII. School Operations: Barbara Hasler

1) Family Leave Act

Hasler presented information regarding the Family Leave Act. She explained that this benefit that the State is providing should be considered by the YWCP staff, if the Board agrees. She stated that the staff, as a whole, must vote to enter. Hasler noted that offering this to staff would keep the school in line with the competition. She added that if a staff member chose to use Family Leave due to unforeseen circumstances, the State would pay a portion of the person's salary. The cost to YWCP would be the substitute teacher. Board members agreed and gave the approval to present and offer the Family Leave Act to YWCP staff.

2) Athletics and Extra-Curricular(Co-Curricular) Code of Conduct Policy

Hasler stated that expanding to varsity sports and the hiring of the Athletic Director, professionalizing the sports program was essential and in line with schools, team members, coaches and families. She stated that the school is fortunate to have hired a Director to take on the task. Hasler presented the Policy researched and developed by the Athletic Director. Board members had several

Regular Board Meeting: November 3, 2017

comments regarding security at games, first aid training for coaches, links to the website (both athletics offered and other co-curricular activities) adding the YWCP logo to the Policy and changing Extra-Curricular to Co-Curricular in the Policy's heading .

Norris asked for a motion to approve the Athletics Policy with noted changes. Longmore advanced the motion and Woolbright seconded the motion. All were in favor. The Athletics Policy is approved.

Communications Committee: Jennifer Weinstein, Chair

1) Common Application (Recruitment)

Weinstein brought back the discussion regarding YWCP participation in the Common Application Process with other Charter Schools. She stated that cost is reasonable, joining would bring stronger awareness to our programs and the school would benefit from a marketing approach. She stated that YWCP would still continue its individual marketing and have the advantage to collaborate with other Charter Schools on marketing. Weinstein added that the school's marketing budget is significantly less than other charter schools.

Norris asked for a motion to accept the proposal to participate in the Common Application Process. Robinson-Vay advanced the motion and Allen seconded the motion. All were in favor.

Weinstein stated that she would move forward with supporting the execution of the memorandum of understanding and asked for a liaison to be named from the school to participate in the training webinar scheduled for November 14th. Weinstein also expressed concerns with recruitment materials.

Jarzyniecki stated that at one-time, the Board discussed hiring a part-time recruitment consultant to support the Principal and school staff concentrating strictly on marketing, recruitment, and student retention. She felt that given the current enrollment struggles across the charter school region, it was important to incur this expense and if enrollment increases, the position would pay for itself and the school would meet enrollment projections.

Norris stated that we should seek and secure grants that could support the school in this area.

Lauri Bonnell stated that she was meeting with the staff dedicated to recruitment later that afternoon and would help identify the liaison to the Recruitment Committee.

IX. Audit Committee: Laura Norris, Chair

Norris stated that the Internal Audit was due on November 1st. The external auditors completed the audit and there were no recommendation for change. She stated that all financials were submitted on time.

X. Finance Committee: Jenny Vossler, Chair

Vossler began her report by stating that this was the last year she would be able to continue on the Board and as the Treasure. She encouraged Board members to start the process of replacing her with a knowledgeable expert in the area of finance.

Vossler expressed her concern over the enrollment numbers from a budget perspective. She stated that the school shows a surplus but it was necessary to increase enrollment to avoid a budget deficit.

XI. Development Report: Jared Longmore, Chair (Foundation Report sent to the Board prior to the meeting)

Longmore addressed the Foundation Board Financials, FY 17 and Projection, FY 18. He identified revenue from various sources to support school programs.

Longmore referred to the Leadership Breakfast taking place on November 15, 2017. He stated that there are still 15 tables left to purchase. He stated that there is a need for volunteers to support the set-up and take down on that day.

He added that the Foundation is marketing the Lunch with Scholars and Breakfast with Scholars programs as great opportunities to steward existing donors and invite new supporters to the school. He distributed a sign-up sheet for both events and asked Board members to attend one or both of the programs.

Regular Board Meeting: November 3, 2017

Longmore noted several program and events for 2018 for donors and prospects planned by the Foundation and highlighted the student, teacher and administrator programs sponsored by the Foundation with dollars raised through fundraising.

XII. Education, Performance Evaluation: Pam Kissel, Chair No Report.

XIII. Facilities Committee: Flor Colon, Chair No Report

XIV. Governance Committee: Jennifer Allen, Chair

Allen stated that the Committee met and started reviewing the Board's By-Laws within the original Charter. She stated that she is aware that certain items considered material and non-material must be approved by SED prior to December 15th. She indicated that the Committee is reviewing the onboarding process for new Board members and the structure for nominations.

XV. Health and Wellness Committee: Mary Beth Robinson-Vay, Chair

Robinson-Vay and Woolbright mentioned the National Honor Society's presentation the evening before the meeting. Both were so impressed with the young ladies who were inducted into the Society.

XVI. Strategic Planning: No Report

XVII. Old Business: None

XVIII. New Business: None

XIX. Adjourn to Executive Session: Personnel Matter, or other. (Took place at the beginning of the meeting under the Executive Report)

XX. Adjournment: Next Meeting: Friday, December 1, 2017, 8:00 am

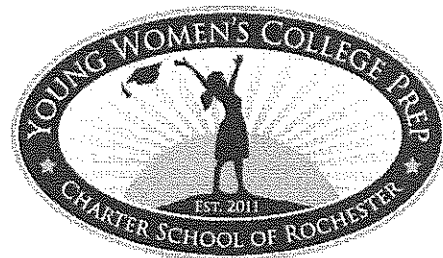
Norris asked for a motion to adjourn the meeting. Woolbright advanced the motion and Kissel seconded the motion. All agreed. The meeting was adjourned at 9:20 am.

YWCP Board of Trustees Meeting

Date: Friday, December 1, 2017
Time: 8:00 am
Location: Young Women's College Prep
16 Lakeview Park

*Minutes official approved February
2, 2018*

*Respectfully Submitted: Barbara
Jarzyniecki, Board Secretary*



MINUTES

Board of Trustees Present: Jennifer Allen, Flor Colon, Barbara Jarzyniecki, Suzanne Johnson, Pam Kissel, Laura Norris, Mary Beth Robinson-Vay, Jenny Vossler, Jennifer Weinstein

Kristin Lowe and Julia Green-Sewruk (going through the application process to be officially approved by SED)

Absent: Jared Longmore, Phoebe Reynolds, Carolyn Vacca, Cynthia Woolbright

I. Call to Order: Flor Colon, Chair

Colon called the meeting at 8:00 am.

II. Roll Call: Barbara Jarzyniecki

Jarzyniecki proceeded to call the names of Board members to determine attendance.

III. Communications to the Board: Jarzyniecki

Jarzyniecki stated that the only Board communication received came in the form of a phone conference with SED representatives (David Frank, Nicole Henderson) and Flor Colon. Colon will address the issue following the presentation on College and Career Readiness later in the meeting.

IV. Public speakers: Jarzyniecki No Public Speakers

V. Adjustment to the Agenda: Colon moved to the Interim Principal's Report

Interim Principal's Report: Edward Cavalier

YWCP College Preparations and Process (School Counselors, Angelica Davis-Bernard, Annie Hasler and Consultant Dr. James Malone)

Colon introduced Interim Principal Edward Cavalier. Mr. Cavalier introduced the College Counselors who are here to present the YWCP College and Career Readiness Planning Program. He introduced School Counselors Angelina Davis-Bernard and Annie Hasler, (Grade 9-12) and Katy Geer (Grade 7 – 8). He stated that the entire process is making an investment in each student as they prepare to graduate and move to the college experience. Cavalier introduced Dr. James Malone, a nationally recognized and award-winning counselor and counselor educator. Dr. Malone has worked with YWCP (the last two years) supporting counseling services and the College and Career Readiness Plan addressing the needs of students who are seeking assistance with college selection and career planning.

Both Davis-Bernard and Hasler reviewed the College and Career Readiness Planning Template highlighting the 4 steps of readiness for each grade level starting in Grade 9. Over the course of the high school career, individual students were deep in preparing for college: demonstrated interests through assessments, responsible for exploration and research, identification of career plans, participating in campus visits and financial aid process, taking part in PSAT and SAT testing and the application process (application, essay, choice according to matched interests, and guidance in making the right choice).

Both counselors talked about the College Essential Class Elective, where ELA teachers are trained in the college application process and counselors work with students within the classrooms to complete college applications, refine college essays and respond to questions regarding transition, college life and expectations as well as financing a college

Regular Board Meeting: December 1, 2017

education helping with information regarding options. Counselors held a special professional development session with teachers to provide knowledge for writing student recommendation letters, the submissions of college recommendations and the college application process.

Dr. Malone spoke about the programs stressing that counselors are not dream crushers, they are there to help the students with their journeys paving a pathway to finding creative ways of assisting students by providing options matching the right college(s) to the student's interest. Dr. Malone stated that the College Essential Class provides a solid structure to deliver college counseling services. He stated that all teachers receive the entire College Planning and Readiness training package in an effort to support students throughout the 4 Step process. Dr. Malone added that juniors today are looking to seniors as role models as they going through the process.

Counselors Davis-Bernard and Hasler highlighted what takes place at each grade level.

- Grade 9: Students in the 9th grade start to understand the college and career planning process, participate in a career-related assessment to identify individual talents, skills, values and other traits (perseverance, interpersonal communication, risk-taking and creativity), students begin to understand the Financial Aid Process, and get to know what the types of colleges and post-secondary options exist.
- Grade 10-12: Students take ownership and begin the exploration and research phase using assessment results, visit campuses, evaluate colleges using the National Survey of Student Engagement.
- Grades 11-12: Students are making informed decisions regarding all aspects of career and college planning, employment opportunities, financial aid and have a complete understanding of the admissions dynamics, preparing for the SAT, ACT and other tests, take the test and begin to research financial aid options.
- Grade 12: In this last phase, students identify the final list of colleges, go through the application process, prepare essays, resumes/portfolio and participate in mock interviews.

Counselors and teachers work with students throughout the entire application process by scheduling one-on-one meetings and provide support during the College Essential classes and assist with the student's final informed choice.

Davis-Bernard reviewed the process with families and talked about the graduation status review letter that provides a family with an individual evaluation of their daughter's graduation status listing diploma type, required Regents exams and overall assessment of their daughter's graduation status for June 2018. Hasler stated that meetings with families are also part of the college process. They summed up what takes place throughout the last phase of the process: announcements, posters; telephone and media alerts to parents; College Essentials class; reminders and encouragement from counselors, faculty and administration; use of counselors' offices and College Essentials to complete applications; award incentives for completed applications.

Counselors Davis-Bernard and Hasler gave several examples of what takes place on college visits, the college connections with alumni and mentors who have already transitioned to college life who are on brought on site to speak with the students. Both shared examples of how they assist students who are homeless and need help filling out the application and with financial aid options.

Counselors provided the Board with student data: # of students in various ranges of SAT scores, actual scores, high school averages and list of matching colleges aligned with SAT scores. They highlighted that several of the top and middle group of students are applying to a range of 4 year private and SUNY schools. For the students scoring below 1000, counselors are recommending Monroe Community College or Genesee Community College or Finger Lakes Community College as the most appropriate post-secondary option due to academic credentials, program/major choices and cost control. Counselors stated that for some students they would recommend the Education Opportunities Program (EOP) and Higher Education Opportunities Program (HEOP) where options are a good match when considering colleges within New York State. They explained that both programs provide academic support and financial assistance to young people who might not meet all of the traditional college admissions criteria but show signs of succeeding in college.

Davis-Bernard and Hasler strongly stated that their intention is to assist each student to make a final list of colleges/post-secondary options, provide support to complete all applications and FAFSA. They added that they work with each student from a client-centered point of view.

Regular Board Meeting: December 1, 2017

Principal Cavalier talked about the Rochester Education Foundation and his work as a Board of Director supporting families using FAFSA (Free Advice on Federal State Aid) and building trusting relationships with families.

Kristin Lowe (Assistant to the President, Monroe Community College MCC) offered to connect the counselors with a MCC representative providing the opportunity to hold financial aid workshops for students and families.

Several Board members shared comments regarding how impressed they were with the all-encompassing college counseling program targeting each grade level.

At the end of the presentation, Principal Cavalier distributed the YWCP Quarter 1 Grade Distribution Data listing each course and % of students passing.

VI. Approval of the November 3, 2017 Regular Meeting Minutes. *Flor Colon*

Colon asked for a motion to approve the November 3, 2017 Regular Meeting Minutes. Laura Norris advanced the motion and Mary Beth Robinson-Vay seconded the motion. All were in favor. Minutes were adopted unanimously.

VII. Executive Report: *Flor Colon*

Colon introduced Barbara Hasler to present the Grade 12 cohort data to the Board. Hasler provided a snapshot of the number of students that decided to leave YWCP and the reasons why they left to attend other schools or move out of the City and District. Hasler stated that she will complete the final report for the next meeting.

Official Approval of Principal's Contract

Colon referred back to the resolution adopted at the November 3, 2017 meeting giving the Board's Executive Committee the approval to negotiate a contract with Barbara Fagan-Zelazny. She stated that the following resolution would formally and officially require Board approval. She asked for a motion to accept Resolution #3: 2017-2018.

Resolution #3: 2017-2018

By Member of the Board Kissel

WHEREAS, the Board of Trustees' Executive Committee of Young Women's College Prep (YWCP) entered into an employment agreement between YWCP and Barbara Fagan-Zelazny setting terms of employment as Principal; therefore be it

RESOLVED THAT the Board of Trustees of Young Women's College Prep formally approve the contract for Barbara Fagan-Zelazny, as Principal of YWCP, at a salary of \$155,000, effective January 1, 2018.

Seconded by Member of the Board Johnston

The Resolutions was adopted unanimously.

Colon stated that announcement to the staff, students and families, press release and letter to donors have been part of the communications sent throughout the week by the Board.

VIII. New Business:

Colon stated that she recently had a request for a phone conference with David Frank (Executive Director, Charter School Office) and Nicole Henderson (YWCP Charter School Office Representative) regarding two issues. She stated that during the conference, she was told that YWCP has been cited in two areas with a Notice of Deficiency: enrollment and 7th, 8th grade math performance.

Enrollment

Colon stated that YWCP is below the 85% enrollment threshold which puts the school out of compliance for this year. At the present time, 360 students are enrolled but to be in compliance at least 383 students must be enrolled. She stated that in accordance with the original charter application, the projected enrollment is 450 students.

Colon stated that there was a suggestion made in order to remain in compliance for the next re-authorization period - the Board may want to vote to lower the enrollment projection. She added that if the decision is to decrease the enrollment projection, this action constitutes a material revision to the original charter application dated March 2011. This decision requires approval by the NYSED Board of Regents and submission by December 15th.

Laura Norris provided the Board with an analysis of enrollment charting the number of students at the mid and high level given the current enrollment, adding in the number of students graduating and projecting new students at the 7th grade level. Colon did state that the Board will need to assess what impact the decision has on the budget and overall program.

She added that despite the school's aggressive marketing plan implemented the last few years, it has been a challenge to recruit students. Board members did note that we are in the process of joining the Common Application across Charter Schools which would help with additional marketing, recruitment and retention strategies.

Jennifer Weinstein stated that the Recruitment and Retention Task Force has started to research new advertising opportunities, redesign marketing materials redirecting the audience to individual student interests, produced a video and is working with school staff exclusively on recruitment and retention.

Principal Cavalier stated that there is more to offer this year. He added that the school is now a true high school with sport programs, a large number of co-curricular clubs, senior mentors and a graduating class.

Mary Beth Robinson-Vay stated that there is definite evidence of an improved climate and culture throughout the school.

Jenny Vossler discussed the budget impact.

After extensive discussion the Board agreed to lower the enrollment projection to 410 students. Colon asked for a motion to accept Resolution #4: 2017-2018.

By Member of the Board Jenny Vossler

WHEREAS, pursuant to the New York State Charter School Guidelines, material changes to original Charter School Applications must be approved by the New York State Education Department's Board of Regents; and

WHEREAS, the Board of Trustees of the Young Women's College Prep Charter School has had extensive discussions regarding the annual enrollment projection for the school within the original charter; and

WHEREAS, the Board of Trustees of the Young Women's College Prep Charter School has implemented a comprehensive recruiting and marketing plan with the assistance of a reputable public relations agency within the Rochester community as well as worked with the National Coalition of Girls' Schools and other charter schools setting forth 'best practices' for student recruitment and retention; and

WHEREAS, the Board of Trustees of the Young Women's College Prep Charter School has reviewed enrollment by grade level and now understands that in order to maintain the 85% -100% enrollment threshold set by the New York State Charter School Office and remain in compliance for the school year 2018-2019, it is necessary to lower the school's enrollment level and revise the original charter; therefore be it

RESOLVED, that the Board of Trustees reviewed the Letter of Intent and all information relative to the proposed enrollment change and by a majority vote, has determined that the enrollment projection for the 2018-2019 academic school year be revised to a projected 410 students across all grade levels (Grade 7-12); and

THEREFORE, BE IT FURTHER RESOLVED that the Board of Trustees of the Young Women's College Prep Charter School hereby proposes a material change to the YWCP Original Charter dated March 30, 2011 for consideration by the New York State Board of Regents.

Seconded by Suzanne Johnston.

The resolution was adopted unanimously.

Colon stated that the original 7th grade class were new to the school, did not have sisters, role models, a temporary facility and so much has changed in the last five years toward a positive trend with community building, an attractive school facility with all the amenities to call YWCP a true high school. She expressed her confidence in the future years of recruitment and retention.

Jennifer Allen expressed the importance of engaging parents at recruitment and throughout their daughter's school career.

7th, 8th Grade Math Performance

Colon stated that school staff are preparing a statement and plan regarding the Math Performance. She did remind the Board that last year all of the 8th grade students took Algebra and a significantly number of students passed the test earning a credit toward graduation.

IX. Adjournment: Next Meeting: Friday, January 5, 2018, 8:00 am

Prior to adjourning the meeting, Colon and the Board expressed its sincere appreciation to Principal Cavalier. Colon stated that during his tenure at the school he worked tirelessly to maintain the established climate and culture, worked successfully with staff and students as well as families. The Board credits Mr. Cavalier with a smooth transition, opening of school and increasing enrollment. It was also noted that his work with families was unyielding.

Colon asked for a motion to adjourn the meeting. Jarzyniecki advanced the motion and Norris seconded the motion. The meeting was adjourned at 9:30 am. The next meeting is January 5, 2018, 8:00 am.

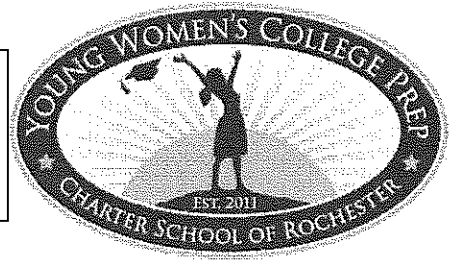
YWCP Rescheduled Board of Trustees Meeting

Date: Wednesday, January 17, 2018
Rescheduled (due to snow emergency 1/5/18)

Time: 8:00 am

Minutes official approved February 2, 2018

Respectfully Submitted: Barbara Jarzyniecki, Board Secretary



MINUTES

Board of Trustees Present: *Flor Colon, Jared Longmore, Laura Norris, Jennifer Weinstein, Jenny Vossler*

Future Board of Trustee: *Julia Green-Sewruk (going through the application process to be officially approved by SED)*

Absent: *Jennifer Allen, Barbara Jarzyniecki, Suzanne Johnson, Pam Kissel, Mary Beth Robinson-Vay, Phoebe Reynolds, Carolyn Vacca, Cynthia Woolbright*

YWCP Staff: *Principal Barbara Zelazny, Barbara Hasler, Roberta McInnis, Lauri Bonnell*

I. Call to Order: Flor Colon, Chair

Colon called the meeting at 8:00 am.

II. Roll Call:

Colon proceeded to call the names of Board members to determine attendance.

III. Communications to the Board:

No Communications

IV. Public speakers: No Public Speakers

V. Approval of the December 1, 2017 Regular Meeting Minutes. Colon

Due to the lack of a quorum, approval of the minutes postponed until the February Meeting.

VI. Executive Report: Flor Colon

Colon informed the Board that SED received and are reviewing documents regarding the material change in enrollment goals, and she is waiting for feedback. Colon stated that the on-site next standard meeting with SED representatives is scheduled for May 9th.

VII. Principal's Report: Barbara Zelazny

Board members welcomed Principal Zelazny to her first meeting and commented on her first two weeks on the job.

Principal Zelazny thanked the Board and began her report. She stated that she has been digging deep into data and holding meetings with staff to understand the real time position of the school. Principal Zelazny is reviewing the CAP Plan for understanding. She referred to Benchmark 1: Student Performance and stated that there are 3 major ways we are "rated" in this benchmark – 7&8 grade assessments, Regents tests and graduation rate. She proceeded to address each category.

Regular Board Meeting: December 1, 2017

- *Strategies to improve 7th & 8th Grade Results*: Periods for ELA and Math are blocked, adding another teacher from EnCompass, reviewing an intervention program called “i-Ready”, which can be used for extension or remediation.

She stated that there is no reason why YWCP can’t surpass the district average in 7th & 8th grade. 90% of our kids come to YWCP below proficiency in 7th grade, but those gaps can be closed.

- *Regents Exams* – The State wants a school to meet the state average and looks at every time the student takes the test when it comes to the evaluation of the school. We are reviewing individual student performance.
- *Graduation Rate* – At the present time we are anticipating a 70% graduation rate, which is only 9% off the state average, and 20% above the district rate. She stated that it is important to show how far these students have come and the need to look at the 11th graders and how and where are they pacing?

She stated there are other pathways, such as an employability exam that can replace a Regents exam. She provided an example of adding Career and Financial Literacy as a course. We are enrolling in SkillsUSA and it has an employability assessment. She stated this would give students more options – particularly for the 15 students who are highly at risk. SkillsUSA examinations could replace the Global or US History Regent Exam providing the at-risk students with a Regents diploma. She stated of the 15 students, there are 6 that are most at-risk. She stated she is exploring options for a mini alternative education program and the plan is to have the students lacking credits placed in a separate program in order to focus on areas of weakness.

Jennifer Weinstein asked if EMCC (Eastern Monroe Career Center) is an option. Principal Zelazny stated that YWCP doesn’t have a partnership with EMCC and SkillsUSA is an equivalent program on site within a high school.

Zelazny stated that some students who attend Monroe Community College (MCC) may still need a remedial math class, but we believe that the young ladies in this case, who take that remedial class, will perform and continue to fill gaps. She added that traditionally only 2 out of 10 students move forward but we feel that our students will do better than the average due to the college prep they are receiving at YWCP.

She referred to options for next year for students who do not meet all of the graduation requirements: summer school (because August results count toward graduation rate), or 5th-year taking January Regents Exams. Barbara Hasler stated that next year, when creating the budget, we need to look at holding our own summer school program for 11th and 12th graders.

Jared Longmore stated that we should be collecting stories from the 15 girls most at risk, so we know where they started, when they came to YWCP, and how far they’ve come.

Principal Zelazny reviewed the college application status. She stated all of the girls have been accepted to MCC. She stated she will review other college application statistics with Counselors assessing how many students have applied to colleges, how many colleges, and what types of college, etc.

VIII. School Operations: *Barbara Hasler*

Hasler stated that it is time to review next year’s budget and added that the school will not need to add additional staff since the school is at full growth. There may be a few exceptions.

Hasler reported that applications have been coming in for student enrollment for next year. Student enrollment has been hovering between 350 and 360 students. Weinstein stated that on January 10, 26 applications were received via the

Common Application and radio ads are running on WDKX and bus ads are in place and running. Weinstein stated the team is working on artwork for billboards. She stated that when an application is received, Miriam Steinberg (Administrative Assistant to the Principal) is making personal contact with the families.

Hasler stated that the State has finally taken a look at our proposal for renovations. A decision was made to hold on renovations this year. She stated that the landlords are considering another architecture firm because the landlord senses the present firm has a heavy workload. She added that the State approved a plan, not necessarily who is performing the work, so the school can advance re-bid proposals for the design work

IX. Communications Committee: Jennifer Weinstein, Chair Reported under School Operations

X. Audit Committee: Laura Norris, Chair No Report

XI. Finance Committee: Jenny Vossler, Chair

Vossler stated that the budget is on-track with its revised projections. She stated that at this rate, Roberta McInnis (Director of Operations) is still predicting a surplus; even with the inclusion of the additional needs requested by Principal Zelazny.

XII. Development Report: Jared Longmore, Chair

Longmore stated that Jenny Vossler and her husband have made a gift of \$25,500 (worth of stock) to the Foundation to provide scholarships to students and a meeting is planned for the Spring to discuss parameters of the scholarships and the management process. He added that friends of the couple also donated \$3,000 to add to the scholarship fund.

He informed the Board that on November 16, 2017, Heidi Macpherson, President of Brockport College attended the January Breakfast with Scholars. Following the event, Lauri Bonnell received a call from Brockport's Director of Admissions stating that he has been asked to help create a program for YWCP students on the Brockport campus. Bonnell will follow up with Principal Zelazny and the Counselors to identify program needs. Longmore stated that students are attending an accounting program at RIT, and a student leadership conference is planned for February at the University of Rochester.

He noted that the "Cool Women/Hot Jobs" is scheduled for February 16th. During the day the 7th and 8th graders will participate in a Careers in Theater Day at the Auditorium Theatre led by the Rochester Broadway Theatre League. Longmore added that the Red Wings are interested in sponsoring a hiring day at YWCP.

XIII. Education, Performance Evaluation: Pam Kissel, Chair No Report

XIV. Facilities Committee: Flor Colon, Chair Reported under School Operations

XV. Governance Committee: Jennifer Allen, Chair No Report

XVI. Health and Wellness Committee: Mary Beth Robinson-Vay, Chair No Report

XVII. Old Business: None

XVIII. New Business: None

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

XX. Adjournment: Next Meeting: Friday, February 2, 2018, 8:00 am

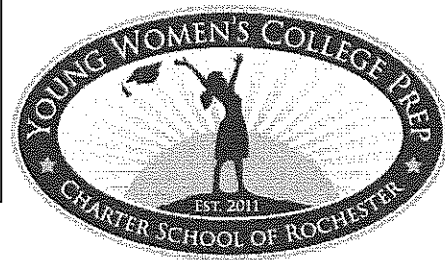
Colon asked for a motion to adjourn the meeting. Norris advanced the motion, Longmore seconded the motion. All were in favor. The meeting was adjourned.

Regular Board Meeting: December 1, 2017

YWCP Board of Trustees Meeting

Date: Friday, February 2, 2018
Time: 8:00 am
Location: Young Women's College Prep
16 Lakeview Park

*Minutes officially approved
on March 1, 2018
Respectfully submitted
Barbara Jarzyniecki, Board
Secretary*



MINUTES

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

Kristin Lowe, Julia Green Sewruk (going through the application process to be officially approved by SED),

Absent: *Suzanne Johnston, Pam Kissel*

School Administration Present: *Barbara Zelazny, Roberta McInnis, and Barbara Hasler*

I. Call to Order: *Flor Colon, Vice Chair*
Colon called the meeting to order at 8:03 am.

II. Roll Call:
Jarzyniecki called the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications: Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the December 1, 2017 and January 17, 2018 Regular Meeting Minutes. *Flor Colon*

Colon asked for a motion to approve meeting minutes from **December 1, 2017 and January 17, 2018**. Mary Beth Robinson-Vay advanced a motion and Jennifer Allen seconded the motion. All were in favor. Minutes approved.

VI. Executive Report: *Flor Colon*

1) Material Change: Notice of Deficiency (Regents Exam Results)

Colon adjusted the flow of the agenda items and began to summarize the conference calls with David Frank and Nicole Henderson (SED Charter School representatives). She stated that the first conference call with the SED representatives and Principal Barbara Zelazny dealt with the review of the CAP submitted previously. She stated that Ms. Henderson informed both that another deficiency notice is being sent regarding the progress on Regent exams. Henderson stated that YWCP is below the state average at all high school grade levels. Following that information, Colon referred to the topic of the second call noting that most of the Board were available to participate.

Colon reiterated the sentiment of the call and outlined the conversation regarding YWCP academic status aligned with Benchmark 1: Student Performance and indicators. Colon stated that she is calling a Special Meeting the week of February 12, 2018 to continue to review the student data, focusing on an in-depth history of performance looking at all areas and where students are trending and to identify specific needs to meet performance targets working with the Principal.

2) Meeting with Jill Shahan and Andrea Rogers

Regular Board Meeting: February 2, 2018

Colon stated that her meeting with Shahan and Rogers centered on the upcoming Charter School Renewal application as well as a discussion regarding school leadership and the present school status concerning the Notice of Deficiencies.

VII. Principal's Report: *Barbara Fagan-Zelazny*

Principal Zelazny (only 3 weeks on the job) began by reassuring the Board that the school is creating a pathway for students who are most at-risk. She referred to the Charter School Performance Framework and distributed a document with historical student data for 7th-8th grade ELA and Math in comparison with the Rochester City School District and New York State. She explained the different levels of proficiency and spoke about the students trending toward proficiency. She stated a more in-depth data dive for all subject areas should be ready for the February retreat.

Colon requested a student data report highlighting where students are and need to be, trending information at the 10th and 11th grade and the trajectory of students most at-risk. She added that we are strongly committed to keeping our 7th and 8th grade.

Principal Zelazny provided a 7th Grade Math Snapshot. She stated that 98% of YWCP 7th grade students are below target indicators (53 students). She stated that a new blueprint to address 7th grade Math with additional staff is in place. She also pointed out that 33% of 8th grade students passed the Algebra Regents in the 8th grade earning a credit toward graduation.

Principal Zelazny stated that setting a rigorous bar is important but some students are over-tested. She stated that this is a critical time to think of different ways for students to become successful and graduate. She provided an example: adding a General Chemistry (Chemistry) or Intermediate Algebra (Algebra II) course for students who need additional help understanding the material moving them to a level passing the course and exam. She stated that she is making strategic decisions regarding which students are ready to actually sit for Regents' exams by reviewing individual transcripts.

She expressed the importance of individualizing instruction for students, thoroughly reviewing each transcripts and possibly reducing course loads, changing schedules and identifying students needing credit recovery to address the obvious weaknesses. She stated that many of the students are in great shape for earning the necessary credits. She is looking for ways to utilize the block schedule more efficiently, pushing in a second teacher, placing students according to learning ability to better meet their specific needs. She pushed up the NWEA assessment to inform real-time instruction.

Principal Zelazny has made considerable changes to address academic performance concerns:

- Developed a comprehensive Math 7 Instructional Plan
- Reviewed senior transcripts reducing course loads
- Placed seniors in a specialized homogenous test prep for at-risk seniors
- Identified student credit recovery, appeals and low pass options
- Joined SkillsUSA – employability assessment to strategically replace one exam
- Wrote a traditional course – US and Global Affairs
- Added General Chemistry, Intermediate Algebra and US History and Global Affairs
- Redeployed and hired professional staff to meet specific student needs
- Purchased iReady Math and ELA license and materials to individualize instruction and measure growth
- Established Graduation Pathways
- Strategically designed a plan for using the block schedule with instructional coaches

Several Board members asked how to assist. Principal Zelazny stated she has the resources needed at this time but will work closely with the staff and the Board to assess what additional measures are needed to improve student academic performance.

VIII. School Operations: *Barbara Hasler*

Hasler reported that the School Nurse resigned and the school's former nurse returned. She stated that the Office continues to work with the budget, Principal Zelazny and Jenny Vossler moving forward and ensuring that specific needs are met but staying within parameters of the approved budget.

IX. Health and Wellness Report: Mary Beth Robinson-Vay

1) Adding a School Physician Position as a Volunteer, on an as needed basis

Robinson-Vay stated that she is called upon by the School Nurse for her expertise in several areas including the National Health Standards. She asked whether it would be feasible to formally name her as the School Physician (Volunteer Basis) so that her role is officially approved. Discussion focused on the Volunteer Policy and whether a statement could be added to the Policy. Jennifer Allen offered to review parameters and bring a decision back to the Board for approval.

X. Finance Committee: Jenny Vossler, Chair No Report

XI. Governance Committee: Jennifer Allen, Chair

1) Nomination of Suzanne Johnston to a second term (11/17-11/20) as Board of Trustee (Official Board Vote)

Jarzyniecki brought this item to the Board. She stated that it was necessary to formally approve Ms. Johnston's second term as a Board of Trustee. Colon asked to a motion. Jennifer Allen advanced the motion, Carolyn Vacca seconded the motion. All agreed. Suzanne Johnston second term (11/17-11/20) is officially approved by the Board.

2) Official Approval for Kristin Lowe (application complete (with resolution) and ready to be submitted to SED).

Allen asked Jarzyniecki to take this item. Jarzyniecki stated that with all Board applications, it is necessary to go through a background check as part of the process. She noted that Kristin Lowe completed the entire application and Board approval is required by resolution to move forward with submission to SED representative.

Colon asked for a motion to accept Resolution #5 (2017-2018). Cynthia Woolbright advanced the motion, Jared Longmore seconded the motion. All agreed. The resolution was adopted unanimously.

Resolution #5 (2017-18): *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 Kristin Lowe as a final candidate to its Board of Trustees, with a term expiring in Year February 2021, pending approval by SED. The resolution approving Kristin Lowe is formally adopted upon SED's approval.*

Governance Committee Goals

Closing Skills Gaps

Allen began by stating that the Committee is about to focus on recruitment defining Board membership needs in terms of skill, experience and diversity. She distributed a skills inventory list to reflect the skillset of current Board members. She stated that recruitment will strategically focus on bridging gaps moving forward.

Committee Review of YWCP Board's By-Laws

Allen distributed (prior to the meeting) a power point presentation detailing the work of the Committee along with a calendar of action items. She stated that there are several areas within the YWCP Board's By-Laws that require a discussion and decision. Allen covered briefly the Committee's discussion regarding the terms and election of officers, nomination and onboarding process, and connection to YWLN with Board representation. She noted concerns regarding the indemnification clause as listed in the By-Laws which is much broader than what is required by law. She stated that a

member of the Committee is preparing a discussions for the Board. The Committee understands that this is a 'material' change to the By-Laws that would require approval by SED.

Board Annual Self-Assessment

Allen referred to the results (over the last two years) of the Board's Self-Assessment. She stated that in many of the categories, the Board fulfilled its obligations (Finance, Board Meetings and School Leadership). She pointed out that the most reoccurring development theme; *how the Board engages with the school and community*, needs to be addressed. She also mentioned the need to improve the orientation and training for new Board members.

Colon asked Allen to highlight the three areas of concern to discuss and formerly address the gaps as they relate to the key result areas.

XII. Communication Committee: Jennifer Weinstein, Chair, No Report

XIII. Development Committee Report: Jared Longmore (Longmore distributed a Foundation Report prior to the Meeting)

Longmore stated that at the next meeting, he is asking for time to discuss parameters involving the Foundation. He did report on the success of the Breakfast and Lunch with the Scholars and encouraged the Board to attend one of the scheduled informal gatherings. Longmore complemented Lauri Bonnell on her excellent rapport with the students during the event.

XIV. Education, Performance Evaluation: Pam Kissel, Chair No Report

XV. Facilities Committee: Flor Colon, Chair No Report

XVI. Old Business: None

XVII. New Business: None

XVIII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law. No items.

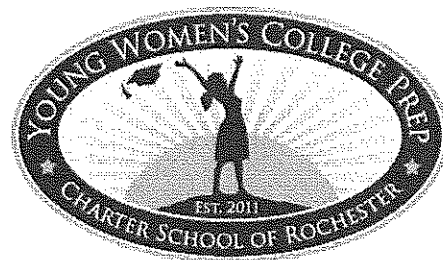
XIX. Adjournment: Next Meeting: Thursday, March 1, 2018, 6:30 pm

Colon called for a motion to adjourn the meeting. Vacca advanced the motion and Woolbright seconded the motion. The meeting was adjourned at 9:30 am.

YWCP Board of Trustees Special Board Meeting

Date: Monday, February 19, 2018
Time: 5:30 pm
Location: Harter Secrest & Emery
1600 Bausch & Lomb Place

Minutes officially adopted on
April 13, 2018
Respectfully submitted:
Barbara Jarzyniecki



MINUTES

Board of Trustees Present: Jennifer Allen, Flor Colon, Suzanne Johnston, Pam Kissel, Laura Norris, Jenny Vossler, Jennifer Weinstein, and Cynthia Woolbright

Kristin Lowe, Julia Green Sewruk (going through the application process to be officially approved by SED)

Absent: Barbara Jarzyniecki, Jared Longmore, Phoebe Reynolds, Mary Beth Robinson-Vay, Carolyn Vacca

School Administration Present: Barbara Zelazny

I. Call to Order at 5:37 pm: Flor Colon, Chair

PURPOSE OF SPECIAL BOARD MEETING

Colon stated that she called for a Special Board Meeting to review a detailed data report on academic results for all grade levels in alignment with Benchmark 1: Student Performance Framework's indicators included within the Charter School agreement with SED.

She stated that this meeting will focus on the Principal's report and other items are moved to the March 1, 2018 (evening) regularly scheduled meeting of the Board.

II. Public speakers: Norris

No speakers signed up to address the Board.

III. Principal's Report: Barbara Zelazny

Principal Zelazny presented the State of the School as of February 19, 2018. Principal Zelazny provided the Board with an academic performance report that she developed during her first month of employment as Principal of YWCP. The presentation reviewed student performance across grade levels in relation to Benchmark 1 of the YWCP Charter School Performance Framework. She referred to the documents as the YWCP Deficiency Articulation. Principal Zelazny reviewed proficiency data from the 2016-2017 administration of the NYS Regents Exams and the school's overall performance and stated that it is below the state's target of 80%. She also provided data referencing the academic performance in the 7th and 8th grade (ELA and Math) in comparison with the Rochester City School District and New York State.

In her first month, she referred to issues regarding course placement, achievement gaps in 7th and 8th grade, the high standards of the YWCP Diploma in comparison to the State's requirements for achieving a diploma to graduate, lack of alternative courses/pathways and instructional expertise in a few areas.

Principal Zelazny continued to present cohort data providing the Board with a snapshot of the 49 students passing specific Regents Courses and Exams in order to graduate at the end of the year. She spent time addressing where each student was based on credit requirements for graduation and the work that follows over the next several months.

Special Board Meeting: February 19, 2018

She stated that in order to address the deficiencies, she is implementing short-term actions to help students meet their goals. Actions include:

- 1) Reviewed senior transcripts and reduced course loads for some of the students
- 2) Identified students and continue to support their credit recovery program.
- 3) Reviewed 504 plans for declassified special education students.
- 4) Joined Skills USA – Employability Assessment (recognized by the State) to support students struggling and strategically replace one exam.
- 5) Hired additional staff, identify students for targeted instruction.
- 6) Added courses: General Chemistry, Intermediate Algebra, Space and Earth Science and US History, Global Affairs.
- 7) Redeployed professional staff for extensive instructional needs targeting specific groups of students needing additional support.
- 8) Purchased license for i-Ready Math and ELA to address the diverse needs of students in grades 7-9.
- 9) Implement the Comprehensive Math 7 Instructional Plan.
- 10) Direct Curricular support
- 11) Provide learning and professional growth for teachers by scheduling time to work closely with math and literacy coaches.

Several Board members asked Principal Zelazny for a continuous update on student progress over the next several months and stated that if additional resources are needed to support the instructional program, she should contact the Board Chair for a quick resolve.

IV. Executive Session, if needed, in accordance with Open Meeting Law: *None*

V. New Business: time permitted: *None*

VI. Adjournment: Next Meeting: Thursday, March 1, 2018, 6:30 pm

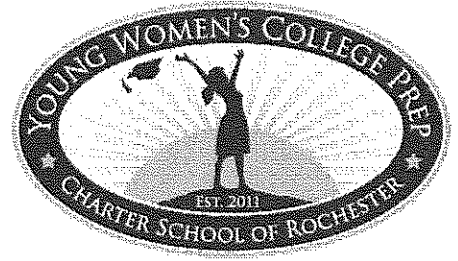
Flor Colon asked for a motion to adjourn the meeting. Jennifer Allen advanced the motion and Pam Kissel seconded the motion. All agreed. The meeting was adjourned at 7:05 pm.

YWCP Board of Trustees Meeting

Date: Thursday, March 1, 2018
Time: 6:30 pm
Location: Young Women's College Prep
133 Hoover Drive

Minutes officially approved on
April 13, 2018

Respectfully Submitted: Barbara
Jarzyniecki



MINUTES

Board of Trustees Present: Jennifer Allen, Barbara Jarzyniecki, Laura Norris, Phoebe Reynolds, Mary Beth Robinson-Vay, Carolyn Vacca, Jenny Vossler, Jennifer Weinstein, Cynthia Woolbright,

Absent: Flor Colon, Suzanne Johnston, Pam Kissel

School Administration Present: Roberta McInnis, Barbara Hasler, and Camille Zitz

Absent: Principal Zelazny

I. Call to Order: Laura Norris, Vice Chair
Norris called the meeting to order at 6:33 pm.

II. Roll Call:
Jarzyniecki called the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications: Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the February 2, 2018 Regular Meeting Minutes. Laura Norris

Norris asked for a motion to approve meeting minutes from **February 2, 2018**. Cynthia Woolbright advanced a motion and Mary Beth Robinson-Vay seconded the motion. All were in favor. Minutes approved.

VI. Executive Report: Laura Norris

Norris referred to a Special meeting of the Board with Principal Barbara Zelazny. She stated that Principal Zelazny provided detailed information regarding the graduation cohort and the programs in place to help the girls meet the graduation requirements.

Barbara Hasler explained the difference between the SED's required credits for high school completion and graduation and noted that YWCP instituted a higher standard with additional requirements going beyond the State's requirements. She stated that students are scheduled according to the academic program within the charter narrative so that there is verification of all attempts made to ensure adherence to the charter language. Hasler noted that the State's graduation requirements have changed since the initial charter was written and approved. She noted that many of the girls have met the State's requirement to graduate and indicated that there is no breach of the school's Charter and it would be illegal to deny graduation to a student who has met current State standards. Reading from the Charter language, she explained that the school is in compliance with the Charter.

"While students will be required to pass exams qualifying for a Regents diploma, YWCP students will receive programs to prepare them to pass exams required for the Advanced Regents diploma, which includes the same ELA and Social Studies requirements, as well as two sciences, three mathematics, and a foreign language."

Regular Board Meeting: Thursday, March 1, 2018

She stated that the students who graduate will have passed the exams required to qualify for a Regents diploma and in addition they have participated in programs required to be awarded the YWCP Advanced Regents diploma. All students were supported in reaching and attaining the goal for an advanced diploma.

Nomination of Erin Duffy Kruss

Norris introduced Erin Duffy Kruss nomination by the Executive Committee of the Board. She stated that aligning with the Board's goal to fill skill gaps and succession planning, Ms. Duffy Kruss expertise in communications and media relations, community outreach, enrollment and admissions confirms that she is an excellent candidate as a member of the Board.

Norris asked for a motion to approve Erin Duffy Kruss as a potential candidate to join the YWCP Board of Trustees. Mary Beth Robinson-Vay advanced the motion and Carolyn Vacca seconded the motion. All agreed. The motion was unanimously approved. Norris asked Jarzyniecki to provide Ms. Duffy Kruss with SED's application process and related documents.

Jennifer Allen advanced the name of Sarah Boldin to the Executive Committee of the Board. Allen indicated that her Committee is in the process of establishing a process for nomination of potential Board candidates and an YWCP application and onboarding process. She stated after carefully reviewing the Charter and connection with YWLN, it was important to include an YWLN representative on the Board. Sarah Boldin has first-hand knowledge and experience (nationally) of an all-girls education program and a professional development program that truly supports the school's mission. She stated that she is advancing her resume for consideration at the next meeting.

Resignation: Jared Longmore

Norris reacted to the resignation letter from Jared Longmore. She referred to the letter. Longmore stated that due to personal reasons, he needed to step down from the Board. Several Board members expressed their disappointment but understood and wished him well.

V. Principal's Report: *Barbara Fagan-Zelazny (absent)*

1) Status Update: Students Moving Toward Graduation

Hasler provided a status report regarding students who have met graduation requirements and are moving toward meeting requirements to graduate in June. She stated that she and Principal Zelazny are confident that the school will meet its target.

2) Commencement Plan and Ceremony

Camille Zitz presented the plan for commencement and ceremony taking place on June 23, 2018 at Nazareth College. Within the plan, she addressed transportation, logistics, invites, diplomas, recognition of National Honor Society and YWCP diploma accreditations, program (and printing), music, caps and gowns, and decorations. She provided a brief summary of the ceremony itself and stated that students selected two teachers as keynote speakers. Zitz stated that there is a valedictorian committee selected to judge student presentations and select the valedictorian.

VI. School Operations: *Barbara Hasler*

YWCP 2018-2019 School Calendar

Hasler presented a draft copy of the student's 2018-2019 School Calendar. She pointed out that the Rochester City School District did not finalize its calendar as of today. She added she developed the YWCP calendar using approved county

Regular Board Meeting: Thursday, March 1, 2018

District calendars. Hasler referred to a number of items for discussion: the Tuesday following Labor Day, Conference Days (in relation to the RCSD's Superintendent Conference Days), recess day (Monday) after the Easter holiday, early dismissal days, professional development sessions and the number of days to be in session in accordance with charter.

- 1) Day of School (following Labor Day): In accordance with the charter, YWCP starts school the last week in August. Most Districts start the Wednesday after Labor Day. Hasler stated that due to low attendance and additional cost of transportation, the administration suggested that YWCP follow the RCSD calendar and the calendars of other county schools.
- 2) Superintendent's Conference Day (RCSD): Most of the students reside within the City. When RCSD schedules a Conference Day, only staff report. Therefore, YWCP experiences low student attendance and the additional cost of contracting buses for transportation
- 3) County Districts built in several days off following holidays (Labor Day, Easter, Memorial Day)

Decisions and actions to finalize YWCP school calendar following the finalization of the RCSD calendar:

- 1) Schedule YWCP's Professional Development Days in accordance with RCSD Superintendent's Conference Days
- 2) YWCP staff report the Tuesday after Labor Day, giving the students' a day not in session
- 3) Finalize days not in session for students around Easter Sunday and the Memorial Day holiday

Several Board members asked for clarification: number of student days required by the Charter (191) (State Law (180), school closings due to extreme weather conditions, cost pertaining to transporting YWCP students when RCSD students are not in school, the number of RCSD Superintendent Conference Days.

Norris asked for a motion to accept the draft calendar as presented. Woolbright motioned to accept, Vacca seconded the motion.

Hasler stated that as soon as she receives the RCSD approved calendar, she will complete the YWCP school calendar.

School Renovations

Hasler stated that meetings have taken place regarding the school's interest to move forward in Phases for renovating the building adding extra classrooms and private office space. She noted that plans are scheduled to go out to bid within the next six weeks.

VII. Finance Committee: Jenny Vossler, Chair (Reports Distributed)

- 1) *Finance Updates: Balance Sheet and Dashboard (January), PL vrs Budget (January), FY18 Projection*

Jenny Vossler provided a number of documents for review prior to the Board meeting. Vossler stated that the Finance Committee met and the school is in a strong and solid financial position with a comfortable surplus, healthy budget with no risk of going negative and with money in the bank given the fluctuations in enrollment mid-year. She indicated that the budget was able to cover additional resources requested by Principal Zelazny to address the academic program. She pointed out that an increase of enrollment (2018-2019) by a net 50 students would keep the school in a solid budget position. This would demonstrate to the State that the school has a consistent model operating at a surplus. She added that it was important to work to retain all students throughout the school year.

Form990

Vossler distributed the Form990 for Board review prior to the meeting. She explained that the Finance Committee and Operation's Office staff reviewed and approved for submission to the Board for official vote.

Norris asked for a motion. Vossler advanced the motion, Robinson-Vay seconded the motion. All agreed. The Form 990 was approved unanimously.

Resolution #6: 2017-2018: Approval of Form 990-Return of Organization Exempt from Income Tax

Regular Board Meeting: Thursday, March 1, 2018

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, 2016 through June 30, 2017; and

Whereas, The Bonadio Group prepared and presented the Form 990 to the YWCP Finance Committee on; 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 mentioned that she is seeking candidates for the role of Board Treasurer (Term expires in June). Norris asked for information regarding the time commitment and responsibility. Vossler stated that she spends at least 5 hours a month (not including meetings) and complimented the work of the Operations Office (Roberta McInnis and Barbara Hasler). Both Vossler and Norris stated that it was important to secure a Treasurer as soon as possible to ensure a successful transition.

Jennifer Allen agreed with the importance of naming a Treasurer and stated that her Committee is reviewing the nomination process for potential candidates and plans on presenting the plan at the next meeting.

VIII. Communications Committee: Jennifer Weinstein, Chair (Report Included) Enrollment report

Jennifer Weinstein distributed the enrollment report prior to the meeting with examples of the new marketing ads. To date, there are 83 new applications across grade levels.

Woolbright asked what percent of students that apply do not end up actually enrolling. Woolbright stated that staff should ensure that families are effectively supported during the application process.

Norris referred to the new Common (Charter) Application that commenced in January.

Hasler stated that on average families typically apply to 2 or 3 school and there are overall fewer applicants at the 7th grade level. She referred to last year's number of applications (90) with actual enrollment of 50 students.

Jennifer Weinstein stated that there is plenty of support for families applying: applicants receive a personal email and text acknowledging receipt of the application, open house fun events are scheduled, radio and transit ads are running in February and March, flyers are distributed throughout the city and school visits are in planning stages. She added that Student Ambassadors are hosting school open houses.

Allen referred to her recent visit to an YWLN school and stated that she participated in well-prepared and coordinated school visit with minimal disruption to the instructional day.

IX. Development Report: Cynthia Woolbright (Report Included)

Woolbright distributed a report prior to the Board meeting listing the Foundation financials FY17, FY18, activities and several programs. She revealed that the Foundation decided on the selection of honorees for the next Leadership Breakfast: Erin Tolefree (Baldwin Richardson Foods), Bonadio, and Carlos Carballada and asked for Board approval. Norris asked for a motion to approve the honorees as selected. Woolbright advanced the motion and Allen seconded the motion. All agreed.

Woolbright referred to an event scheduled to take place on May 1, 2018: College Decision Day. The event is a cocktail fundraising event to celebrate the first graduating class. She asked that Board members invite family and friends to attend.

X. Governance Committee: Jennifer Allen, Chair (Report Included)

Jennifer Allen distributed a Governance Committee report prior to the meeting. Allen highlighted sections of the report and several actions to address short-term. She expressed the need to develop a strong and standard process for recruiting
Regular Board Meeting: Thursday, March 1, 2018

potential candidates by defining membership needs in terms of skill, experience and diversity. She stated the Committee is also working on a plan for orientation and onboarding new board members. She stated that the Board agreed there is a need as evidence from the Board's last year's self-assessment. She stated that Committees should be seeking qualified diverse candidates with skills to include: Finance, Marketing and Communications, Enrollment, Charter School experience and urban/girls' education. She added that the Board should discuss how decisions are made regarding skills and experience and develop a list of characteristics when meeting with and recruiting potential candidates. She felt that potential candidates should be referred back to the Governance Committee.

Norris asked for specifics on recruitment and suggestions for recruiting from a diverse pool of candidates.

Vacca stated the way to approach recruitment is to recognize the gaps in skills and expertise and seek individuals from other institutions relying on Board member connections with community groups (Urban League, IBERO, Young Professionals, etc.).

Woolbright stated we should look at where we are as a Board by reviewing skill gaps and be deliberate in our networking within the Rochester community.

Allen further defined organizations to make a connection: (United Way (provides training programs for Board members), diverse leadership organizations, sororities and fraternities, etc.). She added that there are Board fairs for professionals.

Robinson-Vay referred to Board Committees and the need for Ad Hoc Committees to have a clear mission and goal. She stated that the Committee structure should also be reviewed by the Board. Allen and several Board members agreed that it was also time to revisit the Committee structure.

Allen stated that she has enlisted a sub-Committee to work on the recruitment, orientation and onboarding process for the Board to approve. She stated that the timing was right to address several matters, some that pertain to material changes to the original Charter during the renewal.

Nomination

Allen stated that in accordance with the School Board Bylaws: Article III, Section 5, "no more than two trustees should be affiliated with YWLN." She introduced the name of an interested YWLN Affiliate Board of Trustee Candidate – Sarah Boldin. Allen stated that she would disseminate the resume for Board approval.

She announced and welcomed potential Board candidate Julia Green Sewruk as a member of the Governance Committee.

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|--------------|---|--|-------------------------|
| XI. | Education, Performance Evaluation: | <i>Pam Kissel, Chair</i> | <i>No Report</i> |
| XII. | Health and Wellness Report: | <i>Mary Beth Robinson-Vay</i> | <i>No Report</i> |
| XIII. | Facilities Committee: | <i>Flor Colon, Chair</i> | <i>No Report</i> |
| XIV. | Old Business: | None | |
| XV. | New Business: | None | |
| XVI. | Adjourn to Executive Session: | Personnel Matters, Other within regulations of Open Meeting Law: | NA |
| XVII. | Adjournment: | Next Meeting: Friday, April 13, 2018, 8:00 am | Cynthia, Jennifer Allen |

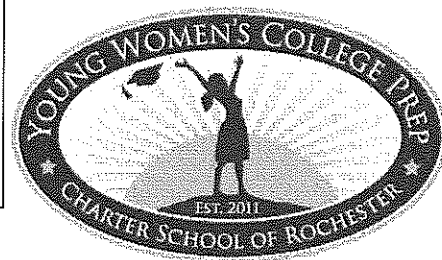
Norris asked for a motion to adjourn the meeting. Woolbright advanced the motion and Allen seconded the motion. All were in favor. Motion adopted. The meeting was adjourned at 8:15 pm.

YWCP Board of Trustees Meeting

Date: Friday, April 13, 2018
Time: 8:00 am
Location: Young Women's College Prep
16 Lakeview Park

Minutes officially approved on May 4, 2018.

Respectfully submitted by Barbara Jarzyniecki, Board Secretary



MINUTES

Board of Trustees Present: Flor Colon, Barbara Jarzyniecki, Suzanne Johnston, Kristin Lowe, Mary Beth Robinson-Vay, Carolyn Vacca, Jenny Vossler and Jennifer Weinstein

Erin Duffy Kraus (attended her 1st meeting) while preparing the BOT application for SED's approval.

Absent: Jennifer Allen, Pam Kissel, Laura Norris, Phoebe Reynolds, Cynthia Woolbright

School Administration Present: Principal Barbara Zelazny, Roberta McInnis, Barbara Hasler, and Lauri Bonnell

I. Call to Order: Flor Colon, Chair (Jarzyniecki called the meeting to Order)

Jarzyniecki called the meeting to order at 8:06 am.

II. Roll Call:

Jarzyniecki called the names of the Board of Trustees to determine the presence or absence of the Board membership. Jarzyniecki welcomed Erin Duffy Kraus to the Board meeting stating that she is going through the application process as approved by the Board at the March meeting. Board members introduced themselves and welcomed Duffy Kraus.

III. **Communications:** Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the February 19, 2018 Special Board Meeting and March 1, 2018 Regular Meeting Minutes. Flor Colon

Colon asked for a motion to approve meeting minutes from **February 19, 2018 Special Board Meeting**. Mary Beth Robinson-Vay advanced the motion and Carolyn Vacca seconded the motion. Colon asked for a motion to approve meeting minutes from **March 1, 2018 Regular Board Meeting**. Jarzyniecki stated that Member of the Board Norris offered suggestions to amend a section of the meeting minutes. Jarzyniecki explained the revision. Board members agreed with Norris. Colon asked for a motion to approve the minutes with amendment as set forth by Norris. Robinson-Vay advanced the motion and Vacca seconded the motion. All agreed, both set of minutes were approved unanimously.

VI. Executive Report: Flor Colon

Colon welcomed Kristin Lowe to her first official Board Meeting. Lowe was approved by the State officially joining the Board as of April 13, 2018.

1) Strategic Planning Committee

Colon referred the development of a Strategic Plan working with Principal Zelazny. She explained that the Board needs to align the plan with the new leadership's goals and recent notices filed by the State. Colon asked for Board input and invited members to join the Committee. She stated that over the course of the next few months the group will develop the plan and bring together the school community for their input. She stated that Jill Shahan and Andrea Rogers are assisting with the plan working with the Board and Principal Zelazny.

Regular Board Meeting: April 13, 2018

2) *Charter School Office State Visit (May 9, 2018):*

Colon announced that there is an official State Visit scheduled for May 9, 2018. A pre-meeting with Principal Zelazny is scheduled for May 7. Details to follow. Principal Zelazny plans to continue to update the Board on several items relating to Benchmark 1 (academic performance at all grade levels), enrollment FY18-19 and other matters aligning with the Performance Benchmark Framework.

3) *Nomination of Sarah Boldin (Potential Board Member)*

Colon stated that in line with the YWCP Charter, an YWLN representative was asked to join the Board of Trustees. She referred to the outstanding resume of Sarah Boldin distributed prior to the meeting and asked for the Board to officially approve Sarah Boldin as a candidate.

Jarzyniecki stated that it was important to ensure that the Board establish a system (video conferencing) to accommodate Board Members who are long distance. Board members discussed Board attendance.

Carolyn Vacca stated that it was important to define presence in accordance with Robert Rules.

Jennifer Weinstein stated that Ms. Boldin's expertise and relationship to the network schools would be important as the Board is completing the strategic plan. She asked that Boldin join the planning process.

Colon asked for a motion. Weinstein advanced a motion and Vacca seconded the motion. All agreed. The motion was adopted unanimously.

VII. Principal's Report: *Barbara Zelazny*

1) *YWCP Graduation Update*

Principal Zelazny reiterated the importance of the State Visit on May 9th. She provided an overview of results in Benchmarks 1-3 highlighting performance for each benchmark. She provided a level of understanding referring to target results for benchmarks, responses to the letter of deficiencies, and a detailed update regarding the Corrective Action Plan.

Principal Zelazny went over the adjustments made over the past several months to the instructional program, listing action steps that are guiding the work in response to the recent notice of deficiencies. She stated that she is in close contact with SED representatives regarding the steps toward improvement. Principal Zelazny provided detailed reports on the state of the school and responses to where the school stands in response to Benchmarks within the Performance Framework and CAP. She stated that this is the information that the Board will receive monthly.

Principal Zelazny provided the Board with student information concerning finished coursework and those on track to graduate. She pointed out the need for additional resources for a certain number of students who need social services in addition to the academic support provided by the school. She talked about a student who is on track to graduate but her life is impacting her ability to attend school and school staff are intervening to assist.

Mary Beth Robinson-Vay, a licensed pediatrician and member of the Board stated that most pediatricians have access to free social services. She will work with school staff.

Principal Zelazny provided a Cohort 2014 report (50 students). She stated that 82% of seniors are on track for graduation but her projection is 90%. She highlighted the number of students who need to pass certain Regents courses and laid out plans to support students at-risk. She provided the Board with a count of how many students actually started YWCP in the 7th (60%) – 8th (20%) grade (86 % of the Cohort).

Principal Zelazny stated that the review of transcripts was important for the students close to acquiring enough credits to graduate. There was a conscience effort to review schedules, identify courses that qualified for credit recovery, credits awarded and how to strategically meet each student's need. She stated that a student could receive a diploma through a number of different State approved avenues. She provided the Board with a report detailing the number and percentage of students with IEP and 504 plans and designation of ELLs. She provided a comparison with percentages for RCSD and Greece Central School District. She reviewed IEP and 504 plans for students to ensure success.

Principal Zelazny provided a projection of the number and percentage of students receiving Regents, Advanced Regents and Local Diplomas.

2) *Student Enrollment 2018-2019*

Principal Zelazny distribute an enrollment lottery report as of April 10, 2018. One hundred and forty applications across grade levels were received (74 for 7th grade). As of April 12, 56 students confirmed acceptances. She stated that phone calls are being made to all accepted families post-lottery and families have been notified of enrollment dates. She pointed out that families from the Muslim community are interested in sending their young ladies to YWCP.

Carolyn Vacca commented that there is an increase of Muslim students at St. John Fisher College. She stated that families felt that the College was a safe school and campus. She pointed out that YWCP must have the same reputation.

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

In the absence of the Chair, Principal Zelazny provided the report from the last meeting. She stated that the Committee met and reviewed the Corrective Action Plans, progress on deficiencies (academic results to date), timeline for Principal's evaluation and Charter Renewal Process.

IX. School Operations: *Barbara Hasler*

Hasler provided an update on the proposal for renovations to the building adding classrooms and office space. She stated that they are waiting for approval from the town of Greece. She referred to the work with the architect and the lack of urgency due to some of the set-backs.

FY18-19 School Calendar

Hasler referred to the calendar presented at the last Board meeting (Board approved). She stated that the Rochester City School District approved its calendar and the school is aligned with the City's calendar to ensure student attendance and cost effectiveness. Hasler stated that in accordance with the Charter, our school has 190 school days built in the calendar with opportunities for emergency closings.

X. Finance Committee: *Jenny Vossler, Chair*

Vossler stated that the Finance Committee met and reviewed the proposed budget for FY18-19. She stated it was important for the Committee to consider all aspects of the Strategic Plan that requires additional funding for the academic program to meet targets set in the performance benchmarks. She noted that the budget is also based on enrollment numbers and retaining students throughout the year.

Colon stated that school staff should work hard to keep students enrolled throughout the year through personal outreach, recognizing interests and challenges and offerings as well as participation in the extracurricular activities.

Principal Zelazny stated that they have introduced various pathways for student with difficulties and additions of extracurricular activities.

Colon asked if the school considered dual credit courses for students who are interested. Principal Zelazny stated that there are future plans to add more AP courses, participate in the Project Lead the Way Program and the introduction of several internships for students with area colleges.

Kristin Lowe stated that she would facilitate a meeting with administration at Monroe Community College to pursue the dual credit course in order to begin the process right away.

Weinstein suggested the pre-engineering course with RIT for dual credit.

Hasler stated that all of the programs have budget implications and should be considered for the next year's budget.

Vossler stated that there is cash in the bank to support making investments in these types of programs. Colon stated that a look at Foundations and grants (like the Farash Foundation) in order to support the extra programming.

XI. Governance Committee: Jennifer Allen, Chair No Report

XII. Communications Committee: Jennifer Weinstein, Chair

School recruitment and report provided under Principal's report.

XIII. Development Report: Cynthia Woolbright, Chair

Lauri Bonnell reminded the Board that the College Decision Day is scheduled for May 1st and tickets are available. She asked the Board to help promote the event. She referred to the student videos that are a part of the evening along with various auctions for valuable prizes.

Weinstein provided the design of the women empowered T-shirts on sale to support YWCP programs. She told Board Members that an email will be sent around to purchase prior to the College Decision Day event.

XIV. Health and Wellness Report: Mary Beth Robinson-Vay, Chair No Report

XV. Facilities Committee: Flor Colon, Chair No Report

XVI. Old Business: None

XVII. New Business: None

XVIII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law: The Board will convene into Executive Session to discuss a Personnel Matter.

Colon asked for a motion to adjourn into Executive Session to discuss various personnel items. Suzanne Johnston advanced the motion and Mary Beth Robinson-Vay seconded the motion. All agreed.

Following the discussion, Jarzyniecki motioned to return to the Business Meeting, Robinson-Vay seconded the motion. All agreed. No actions were taken in Executive Session.

Before adjourning the meeting, Board members discussed teacher retention, salary schedules for teachers and administrators, and pay for performance opportunities in the form of incentives, development, and education and leadership conferences.

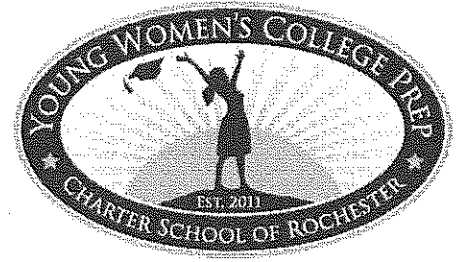
XIX. Adjournment: Next Meeting: Thursday, May 4, 2018, 8:00 am, June 1, 2018 (half-day Retreat)

Colon asked for a motion to adjourn the Business Meeting. Suzanne Johnston advanced the motion and Vacca seconded the motion. All agreed. Meeting adjourned at 9:50 am.

YWCP Board of Trustees Meeting

Date: Friday, May 4, 2018
Time: 8:00 am
Location: Young Women's College Prep
16 Lakeview Park

Minutes officially approved on
June 1, 2018
Respectfully Submitted
Barbara Jarzyniecki, Board
Secretary



Minutes

Board of Trustees Present: Flor Colon, Barbara Jarzyniecki, Kristin Lowe, Laura Norris, Phoebe Reynolds, Mary Beth Robinson-Vay, Jennifer Weinstein and Cynthia Woolbright

Erin Duffy Kraus (attended her 2st meeting) while preparing the BOT application for SED's approval.

Absent: Carolyn Vacca, Jennifer Vossler, Pam Kissel, Suzanne Johnston

School Administration Present: Principal Barbara Zelazny, Roberta McInnis, Barbara Hasler, and Lauri Bonnell

I. Call to Order: Flor Colon, Chair

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

II. Roll Call:

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

III. Communications: Jarzyniecki stated that there were no communications in writing to the Board.

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

V. Approval of the April 13, 2018 Regular Meeting Minutes. Flor Colon

Colon asked for a motion to approve meeting minutes from **April 13, 2018 Regular Board Meeting**. Laura Norria advanced the motion and Mary Beth Robinson-Vay seconded the motion. All agreed, minutes were approved unanimously.

VI. Executive Report: Flor Colon

1) *Update: Strategic Plan Process*

Colon stated that the work of the Committee has commenced. The next meeting will be held on May 21, 2018. At the first meeting Board members walked through the Framework of the Performance Benchmarks for complete understanding. Strategic Plan will focus on targets and indicators within benchmarks. Board members were assigned responsibility and homework matching Committee work with benchmarks.

2) *Charter School Office State Visit (May 9, 2018)*

Colon reminded the Board that the meeting with SED representatives is on May 9, 2018. She stated that Principal Zelazny has provided the Board with several updates: the Notice of Deficiencies, graduation and performance data. She asked Board Members to strongly consider attending the meeting.

3) *June 1, 2018 Board Retreat Agenda*

Colon stated that extra time is required for the June meeting. She stated there will be several items that will require a vote (minutes, election of officers, budget, nominations for Board and new Chairs). She stated that other important business would also be discussed. She added that the Conflict of Interest and Disclosure of Financial Interest Form will be distributed to complete, a review and discussion of the strategic plan, charter renewal application process will take place. The meeting will begin at 8:00 until 10:30 am.

Regular Board Meeting: May 4, 2018

Jarzyniecki stated that it was decided to review the Policy Manual section by section starting in FY18-19. She called on Jennifer Allen (Chair of the Governance Committee) to continue. Allen stated that individual Board members will be asked to review sections. Jarzyniecki added that Principal Zelazny will need time to review school policies for approval. Allen stated that the Governance Committee has reviewed and discussed the Board's By-Laws and there will be changes submitted prior for Board approval and with the Charter Renewal Application.

VII. Principal's Report: *Barbara Zelazny*

Principal Zelazny continued to provide the Board with detailed reports focused on the Charter School Performance Framework. She distributed a binder that she plans on updating at every meeting keeping in practice with the mission, vision and key design elements. Principal Zelazny reviewed the contents of the binder starting with Benchmark 1 at which she provided projections for NYS Assessments for 7 & 8 grade in Math and ELA. She reviewed Regents requirements in relationship to NYS average. She stated that students are 'approaching' to meet the State standard in a number of core subjects. She was totally forthright with the Board that they are issues with meeting targets in the areas of Geometry, Earth Science and US History. She stated that with the new programs initiated, curriculum changes, and a review of transcripts more students will meet the graduation requirements in all subject areas. She added that she has established checkpoints for students in cohorts heading toward graduation.

Several Board members voiced concern regarding teacher experience and skills in these subject areas and the support for teachers. Principal Zelazny stated that all factors are in consideration to resolve any issues with curriculum, teacher skills and any gaps relating to ensuring success in these subject areas.

She continued to review information provided in the binder regarding cohort 2014 student status, curriculum changes, and professional development for teachers, work with SWDs and ELLS, Corrective Action Plan, and student enrollment.

Principal Zelazny stated that she used the last SED site renewal visit as a framework for next steps along with the Notice of Deficiencies and Corrective Action Plan.

Board members stated that the Strategic Plan will take in consideration the areas of concern and targets to meet Benchmarks for the next 3-5 years.

VIII. School Operations: *Barbara Hasler*

Hasler proposed a new initiative regarding a technology upgrade to the school. After speaking with Principal Zelazny, both agreed it was important to update the technology instructional program for students providing wireless advisory carts in each room and tablets for students to enhance classroom instruction, and create paperless classrooms. Hasler stated the initial cost would be \$133,000, and \$15,000 a year to maintain the program. Discussion lead to engaging the seniors with more responsibility to take tablets home during the year and providing them with their tablet at graduation as they move on to college.

Board members agreed to the proposal and this expense will be included for consideration in the FY18-19 budget.

IX. Governance Committee: *Jennifer Allen, Chair* (Report sent to the Board prior to meeting, for review)

1) BOT Nomination Process

Allen provided an overview of the Nominations Process for new Board Members. She added that the Governance Committee is working on changes to the By-Laws, the Board orientation and onboarding process. She explained that it was important to take a strategic direction, build relationships with the community and address the skill gaps on the Board.

Board members asked for clarification regarding nominations and the vetting process for new board members. Cynthia Woolbright asked if all nominations will be vetted through the Governance Committee. Allen stated that the Governance

Committee would be fully responsible for nominations and elections of officers, along with other governance issues. She stated that the Committee would review skill gaps and proceed accordingly.

After extensive discussion, the proposal on the table provided the Governance Committee with the authority and responsibility for future nominations aligned with approval process. Colon asked for a motion to formalize the nomination process, Woolbright advanced the motion and Robinson-Vay seconded the motion. All agreed. It was stated that the Executive Committee is important in the decision process as well.

2) Election of Officers

Allen explained the process for identifying officers to lead the Board. She stated that the Committee is proposing a 2 year term for officers with the option for a third year. Board agreed in order to maintain continuity on the Board. Colon asked for a motion to accept. Jennifer Allen advanced the motion and Jennifer Weinstein agreed. All agreed. The proposal was adopted unanimously.

Allen stated that she will be sending the Board's Self-Assessment Survey and a notice for the election of officers to be addressed at the June Retreat meeting.

X. Communications Committee: Jennifer Weinstein, Chair (No report)

XI. Development Report: Cynthia Woolbright, Chair

Woolbright referred to Lauri Bonnell. Bonnell stated that the Spring Event exceeded expectations and thanked Board members for their participation. She stated that the Foundation is now concentrating its efforts on the Leadership Breakfast and the College Day scheduled for the coming week.

XII. Education, Performance Evaluation: Pam Kissel, Chair No report.

XIII. Finance Committee: Jenny Vossler, Chair No report

XIV. Health and Wellness Report: Mary Beth Robinson-Vay, Chair No report.

XV. Facilities Committee: Flor Colon, Chair No report.

XVI. Old Business: Flor Colon None

XVII. New Business: Flor Colon None

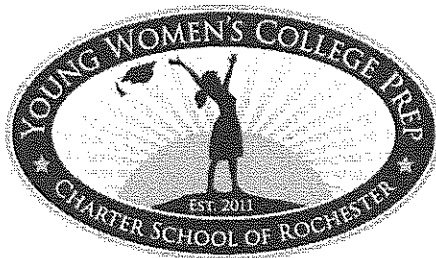
(VIII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law. None

XIX. Adjournment: Next Meeting: Friday, June 1, 2018 (extended one hour)

Colon asked for a motion to adjourn the meeting. Woolbright advanced the motion, Norris seconded the motion, and the meeting was adjourned at 9:40 am.

YWCP Board of Trustees Meeting

Date: Friday, June 1, 2018
Time: 8:00 am – 10:30 am
Location: YWCP
16 Lakeview Park



*Minutes of officially adopted at the
July 13, 2018 Board Meeting*

*Respectfully Submitted
Barbara Jarzyniecki, Secretary*

Minutes

Board of Trustees Present: Flor Colon (via phone), Barbara Jarzyniecki, Suzanne Johnston, Pam Kissel, Kristin Lowe, Laura Norris, Mary Beth Robinson-Vay, Jennifer Vossler, Jennifer Weinstein and Cynthia Woolbright

Jennifer Allen (via phone), present for the first half of the meeting.

Erin Duffy Kraus and Julia Green were also present (preparing the BOT application for SED's approval).

Absent: Phoebe Reynolds, Carolyn Vacca

School Administration Present: Principal Barbara Zelazny, Roberta McInnis, Barbara Hasler, and Lauri Bonnell

I. Call to Order: Laura Norris, Vice Chair (Flor Colon, present via phone)
Norris called the meeting to order at 8:05 am.

II. Roll Call:
Jarzyniecki called the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications:
Jarzyniecki stated that there were no communications in writing to the Board. She stated that the Board did receive an email regarding the re-authorization and renewal application.

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

V. Approval of the May 4, 2018 Regular Meeting Minutes. Norris
Norris asked for a motion to approve meeting minutes from **May 4, 2018 Regular Board Meeting**. Mary Beth Robinson-Vay advanced the motion and Jenny Vossler seconded the motion. All agreed, minutes were approved unanimously.

VI. Executive Report: Flor Colon/Laura Norris

1) Update: Strategic Planning Process

Colon provided an update referencing the last meeting of the Strategic Plan Committee. She stated that Board members have taken on the responsibility of aligning benchmarks against indicators in the performance framework. Each Board member assigned to a benchmark will review current evidence of progress and decide what more the Board should be looking at going forward. This will further advance the long-term plan creating Board ownership and accountability by developing specific goals, actions building dashboards to meet State targets.

2) May 9, 2018 SED Meeting Brief

Colon provided a brief overview of the meeting with SED representatives (Nicole Henderson and David Frank) for those Board Members who were unable to attend. She highlighted some of the questions of understanding

raised regarding Benchmark #1, and the Notice of Deficiencies, graduation rate and the cohort class. She stated that David Frank reiterated the expectations for the school and addressed areas of significant concern.

Principal Zelazny felt that the school visit went well and received positive feedback. She stated that she did attend an open session hosted by David Frank with other charter school leadership. She stated that in the last 5 months she had to focus on the seniors and their way to graduation as well as review the academic program for all grade levels. She indicated that the future work of the school is to extensively review the curriculum in order to significantly improve student achievement in all grade levels.

Colon stated that the video developed to highlight the seniors was sent to Ms. Henderson, per her request. Norris stated that these are stories that should be part of the renewal application, stories of overcoming challenges and meeting requirements to graduate.

Cynthia Woolbright stated that the video should be given to future enrollees and their families.

Pam Kissel referred to the documentary that is being created to highlight the history and success of the school. Lauri Bonnell stated that the filmmakers are cutting a trailer to secure funding to complete the stories filmed since the school's inception.

3) *Approval of FY18-19 BOT Schedule – Woolbright, Mary Beth*

Jarzyniecki introduced the FY18-19 Board of Trustee Meeting Schedule. She stated that the annual Board calendar is aligned with the school calendar. She noted that the Board meets on the first Friday of the month with the following exceptions: July meeting moved to July 13 due to the 4th of July holiday week, the October and March meetings are scheduled as evening meetings to accommodate families and members of the community who are unable to attend morning meetings.

Norris asked for a motion to approve the FY18-19 Board of Trustee Calendar. Woolbright advanced the motion, and Robinson-Vay seconded the motion. All agreed. The calendar is adopted unanimously.

4) *Charter Application for Renewal (Who, What) completed by end of July, due August*

Norris and Colon asked Principal Zelazny to provide the schedule for completing the Charter Renewal Application. Principal Zelazny presented a diagram showing the work that needs to happen prior to writing the 2018 renewal application. She explained that changes need to be made to the original charter (redlined) incorporating the language from the Renewal Application presented in 2016. She stated that she will need to address the Corrective Action Plan and recent Notice of Deficiencies and the change in course within the next renewal application. She further stated that as the evolution continues, the draft application will be in keeping with the design detailed in the original Charter but the systems for addressing the achievement gap will change. She stated that, for example, she is reviewing the organizational chart and student scheduling. Following a deeper analysis of what direction the school needs to take to be more successful in meeting performance targets, she is moving to a coaching model as well as re-aligning resources. She stated that a draft of the application will be presented to the Board in July.

Norris acknowledged (to Barbara Z, whose tenure started in January) that given our focus on the past several months on a successful graduation, review of systems and the instructional program along with addressing the Notices of Deficiencies, there was not much time to begin to work with the renewal application.

Principal Zelazny stated that she has had contact with Ms. Nicole Henderson, studied each benchmark and targets, feels confident that she is clearly informed and with the support from the Board and its oversight, and her conversations with SED, and her work with Jill Shahan and Andrea Rogers (consultants), she is ready to lead the completion of the renewal application. She addressed a few changes that she is considering regarding structural organization, initiatives and instructional program to be more successful meeting performance targets.

Flor Colon stated that the Board is here to support the completion of the renewal application, write, read and edit, approve suggested amendments to original charter and support the alignment of resources.

Jarzyniecki offered to lead writing the Board's sections. Weinstein offered to read final application. Several Board members have contributed during the strategic planning committee process.

5) Committee and Committee Chairs

Colon suggested that we address Committee structural following approval of Board officers and a review of the Bylaws.

Weinstein suggested that the Committees' be structured with Performance Benchmarks for understanding and tracking progress.

VII. Governance Committee: Jennifer Allen, Chair

Norris referred to Jennifer Allen to address future nominations to become YWCP Board of Trustees.

1) Nominations for Board Candidates

Allen stated that earlier in the year, the Board discussed future gaps in skills and the intent to add more diversity to the Board's membership. She referred to the gap assessment survey and the results. Due to term expirations and gaps, several candidates were recruited to fill gaps in marketing, finance and education. Allen distributed resumes of interested individuals for Board review prior to the Board meeting.

She covered each nomination selected by the Governance Committee. Allen asked Norris to talk about Charles A. Falcón.

Charles A. Falcón, CPA

Norris stated that Mr. Falcón is a diverse candidate skilled in finance and accounting. Mr. Falcón is Global (Accounting) Process Owner at Xerox. She added that he managed teams responsible for accounting and the financial internal controls associated with high-end operations, assisting all internal and external audit inspections of the team's internal control processes and financial areas. Recently he drove the global end-to-end accounting process standardization, implementing process and system improvements. Jenny Vossler (Board Treasurer), whose term is expiring, met Mr. Falcón and confirmed the importance of his nomination and membership on the Finance and Audit Committees.

Jill J. Wynn

Allen stated that Ms. Wynn has been involved with the YWCP for several years as a volunteer, member of the YWCP Foundation Board, and strong financial supporter and wishes to continue her journey with the school. Allen added that she is recognized as a motivated individual willing to lend her support in many ways: recruitment, family relationship building, community outreach and advocacy. Ms. Wynn previously worked for the Rochester City School District as a Family Support Specialist in the Summer LEAP Program where she recruited and assessed students for placement working closely with families to determine program placement. As a preferred YWCP substitute teacher, Ms. Wynn taught 7th, 8th, and 9th grade students for 2 years. Her previous relationship with the Democrat and Chronicle will support the school's marketing program. Ms. Wynn is presently a real estate agent and would be an asset to the Communications Committee and Facilities Committee.

LaQuanna S. Sparkman

Allen stated that Ms. Sparkman is a candidate for the Education Committee. She is associated with Monroe Community College and the Rochester Education Opportunity Center as an Adjunct Professor where she facilitates successful transitions for students from high school to college. Ms. Sparkman is a science teacher with a Masters in Education Leadership and Administration who in the past instructed students in the disciplines of Child Development, Nutrition, Parent Education and initiated a program for students interested in culinary arts as a career. She has developed lesson

plans for college level courses and is developed 'best practices' with Professional Learning Communities improving student performance.

Belimar Velázquez

Allen stated that Belimar Velázquez background as a marketing director will assist the Board as it develops strategic marketing programs to successfully promote the school, recruiting students and staff and building awareness. She has demonstrated skills in implementing processes associated with key performance indicators. Her knowledge and experience in the areas of branding, developing key messages, developing and managing website and social media platforms are a plus as a member of the Communications Committee. In addition, Ms. Velázquez past connections with the IBERO American Action League and Latinas United would support recruitment efforts meeting recruitment targets of a diverse student body.

Norris asked for a motion to accept the four candidates. Allen advanced the motion and Suzanne Johnston seconded the motion. All were in favor. Norris stated that Jarzyniecki will forward information regarding the SED Charter School Office application to the four nominees.

2. Election of Officers

Allen referred to past discussions regarding the process of election of officers. She stated that the Board (in the next renewal application, if ready by August) has considered an amendment to the by-laws changing the term of the officers. Allen stated that the Governance Committee supported the election process and there was a need for her to recuse herself from the process because she was nominated to fill the Chair's position.

Norris asked for more specific documentation regarding the process and suggested that the Board revisit the discussion. Allen agreed and looks forward to refining the language around the election process.

Colon stated that the election of officers as a final slate is on the table. Jarzyniecki asked Colon if all of the Board voted on the final slate of officers. Colon stated that 10 out of 13 had cast ballots for the slate of officers. Several Board members expressed concern over the fact that not all of the Board voted. Allen suggested that the Board not prolong the voting process and continue. Colon agreed to proceed and introduced the slate of officers.

Jennifer Allen, Chair
Jennifer Weinstein, Vice Chair
Barbara Jarzyniecki, Secretary
Phoebe Reynolds, Treasurer

Colon asked for a motion to accept the slate of officers. Cynthia Woolbright advanced the motion, Mary Beth Robinson-Vay seconded the motion. It was agreed that a roll call vote be taken. Colon called for a roll call vote.

Jarzyniecki – No
Norris – Yes
Weinstein – Yes
Lowe – No
Kissel – No
Vossler – Yes
Robinson-Vay – Yes
Woolbright – Yes
Johnston – Abstain

Board members who opposed the motion stated they felt strongly that all 13 members of the Board should have voted on the final slate prior to the official Board approval and their opposition had nothing to do with the slate of individuals originally presented. It was suggested that the full Board take a re-vote over the next few weeks executed by a non-board

member of the Governance Committee. Robinson-Vay expressed her discomfort with starting over again and asked that personal emails be sent to Board membership. Colon agreed to monitor the process and send reminders to ensure that all board members vote. Final results will be approved at the next Board meeting (July 13, 2018). Norris called for a motion to extend 2017-2018 officers term two weeks until July 13th. Robinson-Vay advanced the motion, Johnston seconded the motion. All were in favor.

2) Conflict of Interest and Disclosures of Financial Interest Forms

Jarzyniecki passed out the Conflict of Interest and Disclosures of Financial Interest Forms and asked the Board to complete, sign and hand in for the record and Annual Report.

VIII. Finance Committee: *Jenny Vossler, Chair*

1) FY18-19 Budget Approval

Vossler presented the FY18-19 YWCP Budget prior to the Board meeting. She stated that the main reason for the change in revenue has to do with enrollment projection of 375 students. She indicated that there is a small surplus (\$100,000) and the decrease in revenue (from the amended FY17-18 budget) was offset by the solid management of expenses over the entire year. Vossler reviewed the expense side stating that the majority of expenses are personnel related. She stated that the retirement system expense is up, medical and family coverage is budgeted conservatively and additional sports, school clubs, food service, proposed renovations (one-time expense) and changes in instructional program are contributing to an increase on the expense side. Principal Zelazny has been involved in the preparation and review of the budget and suggested staff changes to support the instructional program.

Norris asked for a motion to approve the FY18-19 school budget as presented. Pam Kissel advanced a motion, Weinstein seconded the motion. All were in favor. The FY18-19 budget was adopted.

Principal Zelazny reviewed the current enrollment and recruitment status with the Board. She stated that 31 students are currently fully enrolled and many more are in the process of enrolling. She stated there is a wait list for the upper grades and staff are reviewing transcripts to write schedules to meet individual need. She stated that the school has strengthened its recruitment process and is currently notifying families who expressed interest. She indicated that recruitment will go on throughout the summer, visiting recreation centers, churches, summer festivals, sending robo calls. She feels reasonably comfortable that the school will reach projected enrollment.

Weinstein stated that there is a strong need for summer marketing, actively engaging with families going through the enrollment process and retaining current students. She suggested ways to enroll interested families on the spot.

IX. Principal's Report: *Barbara Zelazny*

1) Principal's Performance Goals

Principal Zelazny developed short-term goals with the Performance Evaluation and Education Committee. She drafted goals aligned with the Notice of Deficiencies and Benchmark language for meeting specific performance targets.

Kissel, (Chair of the Board's Performance Evaluation and Education Committee) stated that the Principal's evaluation is based on the Marzano Evaluation Rubric Model. She stated that the Committee has met with the Principal in 3 separate meetings and reviewed progress in an on-going way. The plan is to request a self-written appraisal, evaluate the Principal's performance based on the 6 months she has been with YWCP, and work together to align future goals informed by the strategic plan for the next school year. Final evaluation will commence prior to the next school year.

2) Graduation Update

Principal Zelazny reviewed status of the seniors. She indicated that there are still students in need of passing US History and the ELA Regents. She stated that there are plan in place to support the struggling students and an official graduation rate will be issued in August. As of June 1st, she is predicting a 90% graduation rate.

X. School Operations: *Roberta McInnis*

Hasler provided an update on the school renovations. She stated that the two bids received are being reviewed and she stressed that the work needs to get done over the summer.

Hasler provided a report on personnel. As of June 1, teacher retention is high and leadership has chosen not to re-sign contracts with a few individuals and will seek appropriate replacements.

XI. Communications Committee: *Jennifer Weinstein, Chair*

No Report

XII. Development Report: *Cynthia Woolbright, Chair*

Woolbright asked Lauri Bonnell to present the 'Year in Review' video which was outstanding and a perfect marketing tool for recruitment of students and staff. Woolbright presented responses to two questions.

Three things the Foundation Means to Me:

- Empowering young women whose families have been generationally marginalized by race & poverty
- Cultivating goal-making, determination and self-pride that allows these young women to use this transformative power of education
- Connecting to a national sisterhood of women

Why does the foundation exist?

- To identify and provide strategy, programs and support that these young women confront with regard to social/emotional risks that prevents them from pursuing higher education and provide the resources for them to overcome them
- To provide unique educational opportunities for students and exposure to colleges, careers and role models
- To follow the model of our successful sister schools in the network

XIII. Education, Performance Evaluation: *Pam Kissel, Chair* Addressed under Principal's Report.

XIV. Health and Wellness Report: *Mary Beth Robinson-Vay, Chair*

Robinson-Vay reported that physicals for girls in summer sports have been completed. She complemented the school nurse and stated that she was instrumental completing the task.

XV. Facilities Committee: *Flor Colon, Chair* No Report

XVI. Old Business: *Norris* No Report

XVII. New Business: *Norris* No Report

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

XIX. Adjournment: Next Meeting: Friday, July 13, 2018

Norris asked for a motion to adjourn the meeting. Woolbright advanced the motion and Kissel seconded the motion. All in favor. The meeting was adjourned at 9:50 am.



Entry 10 Enrollment and Retention of Special Populations

Created: 07/25/2018 • Last updated: 09/17/2018

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 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 2018-19.

YOUNG WOMEN'S COLLEGE PREP CS OF ROCHESTER (REGENTS)Section Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	YWCP continues to make substantial and demonstrable good faith efforts toward meeting enrollment targets for each key high-need student population, and therefore is in full compliance with the law. The large majority YWCP students fall with in the economically disadvantaged sub group. In general, recruitment efforts for all students are advertised through direct mailings and “robo” calls to the homes of sixth grade students, based on lists provided by the Rochester City School District. Events are made public through social media, by posters in schools and recreation centers, and emails to PTA groups and school leaders and teachers at RCSD. YWCP also advertised by radio and transit this year, and participated in the “Good Schools Roc” common online enrollment process, which is new to Rochester. The website (www.goodschoolsroc.org) was monitored daily by staff to stay informed about the number of students who have applied. Six open house events have been held since July 2017, inviting families to tour the school, meet the staff and student ambassadors, and learn more about our programs and events. Individual tours were also arranged for families who could not attend the larger	YWCP will continue all recruitment efforts from 2017-2018, to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. Our present data trends demonstrate significant improvement.

	events because of work commitments or other considerations.	
English Language Learners	<p>A special emphasis is placed on recruitment efforts of English language learners and students with disabilities, and those who are economically disadvantaged. Recruitment materials were designed with explicit information about how the needs of SWDs and ELLs are met through the school's programming. Consistent with Board of Trustees' approved policies, YWCP continues to ask applicants to self-identify in four categories, each of which is weighted twice in the lottery. The categories are: special education; English language learner; economically disadvantaged, and at-risk of academic failure .</p> <p>Expanded outreach into English as a second language communities includes working with a local organization to attend the events being hosted for Puerto Rican families displaced by Hurricane Maria. Materials are disseminated in English and in Spanish to ensure communication with Spanish speaking families is clear and that our school is accessible to these families.</p> <p>Another development that crystalized this charter term is the value Rochester's local Arabic population has found in YWCP, and the school's enrollment for this population increased 117 percent. YWCP has made this possible through outreach and marketing to local area immigration service providers and various religious institutions.</p>	<p>As stated above, we will continue our extensive plans supported by positive data trends. We will continue to seek opportunities to engage with ELL families within the community. We plan to leverage our relationships with present YWCP ELL students and their families to increase our connections within the community.</p>
Students with Disabilities	<p>YWCP's staff maintains connections with colleagues in the City School District, and encourages the district to suggest enrollment at YWCP for students with disabilities that may thrive in this environment. If a student is identified as possible candidate, YWCP makes a concerted effort to dialogue with the families and district staff, and will try to enroll all such students if seats are available.</p> <p>YWCP embraces inclusion and co-teaching for ELLs and special education students. Language and classroom routines are systematized to reinforce meeting the needs of all students, including these at-risk populations, which helps to facilitate the</p>	<p>As stated above, we will continue our extensive plans to recruit and retain students with disabilities. As our data will demonstrate, this sub-group population continues to grow. YWCP is committed to the success of all students. All systemic and instructional decisions are made with this in mind. During 2018-2019 school year, we will engage in the implementation of a Curriculum Review/Development process grounded deeply in student performance data and research-based best practices. We believe that this work will lead to improved</p>

inclusion model.

Students with disabilities are supported by a Coordinator of Special Services, an additional full-time special education teacher, and two push-in specialists who are also certified in special education. Inclusion and co-teaching are emphasized throughout the day, but YWPC has also created opportunities for small group sections or review classes when needed to best meet students' needs.

student achievement for students with disabilities, English language learners, and at large.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
Economically Disadvantaged	<p>YWCP continues to make substantial and demonstrable good faith efforts toward meeting enrollment targets for each key high-need student population, and therefore is in full compliance with the law. The large majority YWCP students fall within the economically disadvantaged sub group. In general, recruitment efforts for all students are advertised through direct mailings and "robo" calls to the homes of sixth grade students, based on lists provided by the Rochester City School District. Events are made public through social media, by posters in schools and recreation centers, and emails to PTA groups and school leaders and teachers at RCSD. YWCP also advertised by radio and transit this year, and participated in the "Good Schools Roc" common online enrollment process, which is new to Rochester. The website (www.goodschoolsroc.org) was monitored daily by staff to stay informed about the number of students who have applied. Six open house events have been held since July 2017, inviting families to tour the school, meet the staff and student ambassadors, and learn more about our programs and events. Individual tours were also arranged for families who could not attend the larger events because of work commitments or other considerations.</p>	<p>YWCP will continue all recruitment efforts from 2017-2018, to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. Our present data trends demonstrate significant improvement.</p>
	<p>A special emphasis is placed on recruitment efforts of English language learners and students with disabilities, and those who are economically disadvantaged. Recruitment materials were designed with explicit</p>	

English Language Learners	<p>information about how the needs of SWDs and ELLs are met through the school's programming. Consistent with Board of Trustees' approved policies, YWCP continues to ask applicants to self-identify in four categories, each of which is weighted twice in the lottery. The categories are: special education; English language learner; economically disadvantaged, and at-risk of academic failure .</p> <p>Expanded outreach into English as a second language communities includes working with a local organization to attend the events being hosted for Puerto Rican families displaced by Hurricane Maria. Materials are disseminated in English and in Spanish to ensure communication with Spanish speaking families is clear and that our school is accessible to these families.</p> <p>Another development that crystalized this charter term is the value Rochester's local Arabic population has found in YWCP, and the school's enrollment for this population increased 117 percent. YWCP has made this possible through outreach and marketing to local area immigration service providers and various religious institutions.</p>	<p>As stated above, we will continue our extensive plans supported by positive data trends. We will continue to seek opportunities to engage with ELL families within the community. We plan to leverage our relationships with present YWCP ELL students and their families to increase our connections within the community.</p>
Students with Disabilities	<p>YWCP's staff maintains connections with colleagues in the City School District, and encourages the district to suggest enrollment at YWCP for students with disabilities that may thrive in this environment. If a student is identified as possible candidate, YWCP makes a concerted effort to dialogue with the families and district staff, and will try to enroll all such students if seats are available.</p> <p>YWCP embraces inclusion and co-teaching for ELLs and special education students. Language and classroom routines are systematized to reinforce meeting the needs of all students, including these at-risk populations, which helps to facilitate the inclusion model.</p> <p>Students with disabilities are supported by a Coordinator of Special Services, an additional full-time special education teacher, and two push-in specialists who are also certified in special education. Inclusion and co-teaching are emphasized throughout the day, but</p>	<p>As stated above, we will continue our extensive plans to recruit and retain students with disabilities. As our data will demonstrate, this sub-group population continues to grow. YWCP is committed to the success of all students. All systemic and instructional decisions are made with this in mind. During 2018-2019 school year, we will engage in the implementation of a Curriculum Review/Development process grounded deeply in student performance data and research-based best practices. We believe that this work will lead to improved student achievement for students with disabilities, English language learners, and at large.</p>

YWCP has also created opportunities for small group sections or review classes when needed to best meet students' needs.



Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 07/25/2018

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
	28	3	3	4	32

2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
	4	1	1	1	5

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher’s advancement up the ladder to a leadership position within the network or an administrator’s movement to lead a new network charter school.

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Not Applicable
--	----------------

Thank you



Entry 12 Uncertified Teachers

Created: 07/25/2018 • Last updated: 09/17/2018

FTE Count of All Teachers 32
(Certified and Uncertified) as of
6/30/18

FTE Count of All Certified 23
Teachers as of 6/30/18

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.

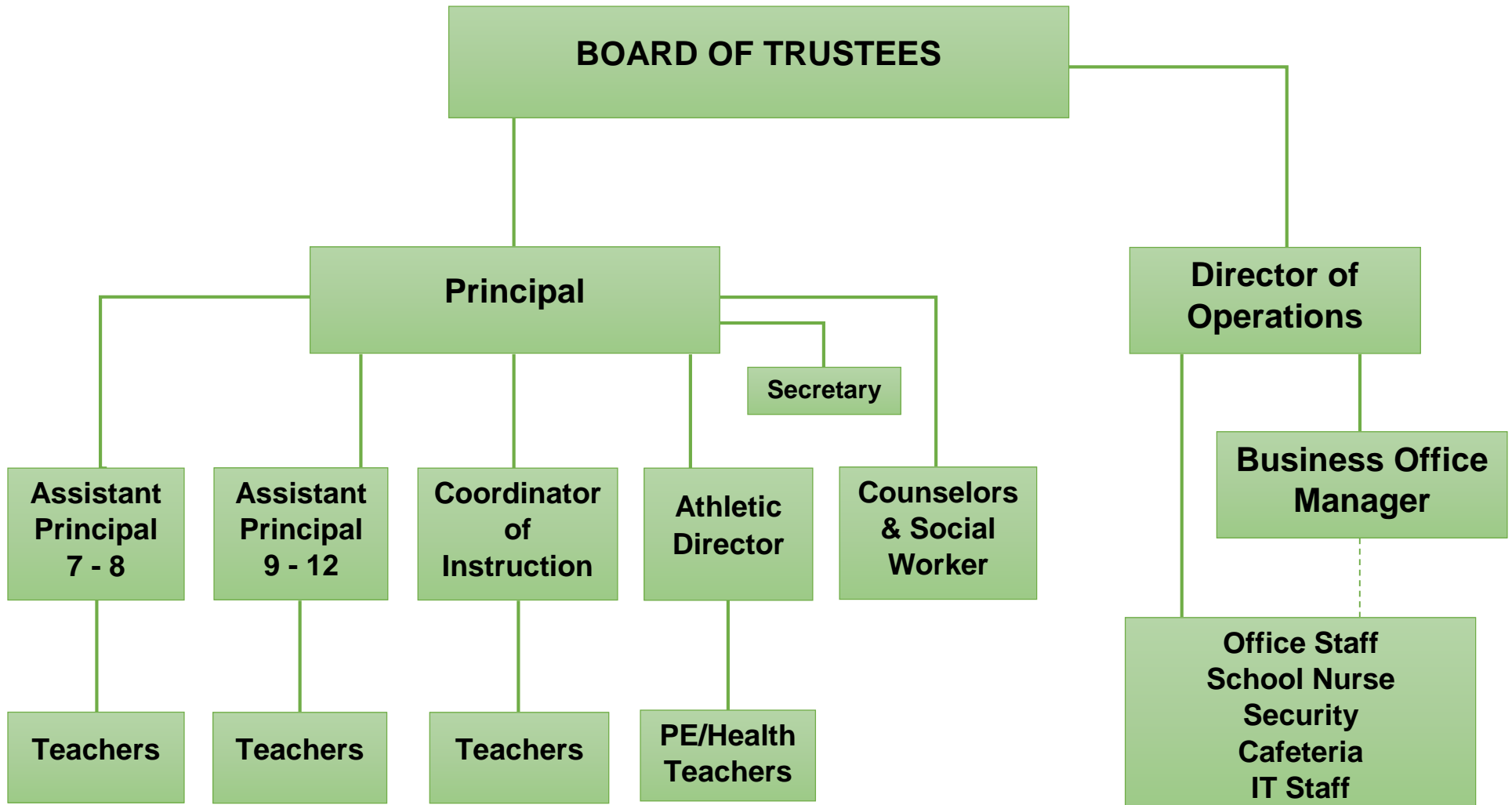
FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	9
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	8
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	1
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	0

Thank you.



YWCP ORGANIZATIONAL CHART 17-18



Young Women's College Prep Charter School of Rochester
133 Hoover Drive Rochester, NY 14615
Phone: 585-254-0320 Fax: 585-254-0321
Academic Calendar 2018-2019

July

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			

August

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September

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

October

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		

November

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

December

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				

January

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	

February

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	

March

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

April

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	
8	9	10	11	
22		24	25	
29	30			

May

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June

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

 First Day of School  Early Dismissal Days  Holiday/Recess (No Students or Staff)

 Superintendent's Conference Day (No School for Students)  Regents and School-level Exams

Total Number of Days: 190 **Note:** YWCP is not proposing changes to the calendar for 2019-20. The structure such as length of day and year will carry-over, with edits to specific dates made in Spring 2019 once the District's approved calendar is released.