



Entry 1 School Information

Created: 07/20/2016

Last updated: 07/29/2016

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 or you may not be assigned the correct tasks.

Page 1

a. SCHOOL NAME AND BEDS#

(Select name from the drop down menu)

YOUNG WOMEN'S COLLEGE PREP CS OF ROCHESTER (REGENTS) 261600861020

b. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

c. DISTRICT / CSD OF LOCATION

Rochester

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	311 Flower City Park Rochester, New York 14615	585-254-0320	585-254-0321	youngwomenscollegeprepcharterschool.org

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Toyia Wilson

Title	Principal
Emergency Phone Number (###-###-####)	

e. SCHOOL WEB ADDRESS (URL)

<http://www.youngwomenscollegeprep.org/>

f. DATE OF INITIAL CHARTER

09/2011

g. DATE FIRST OPENED FOR INSTRUCTION

08/2025

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

MISSION STATEMENT

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

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

KEY DESIGN ELEMENTS (Brief description)

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
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	stereotypes, as well as many of the pressures and distractions of a co-educational school.
Variable 2	Small Schools Engaged in Leadership Development YWCP is committed to knowing every student personally, intellectually, and emotionally; this is possible in a small school environment. Students here learn how to lead and work collaboratively with others. They engage in projects that build their leadership skills, improve their ability to work as part of a team, and increase their ability to positively impact their community. Leadership development, essential to the culture of the school, is explicitly taught daily in Advisory.
Variable 3	College Preparation College preparation begins in 7th grade with an ongoing discourse about college in each classroom. Beginning in 9th grade, a full-time college guidance counselor works with every student to guide her and her family through the complex admissions and financial aid processes.
Variable 4	Faculty YWCP's teachers believe in collaborative learning and are invested in their own professional development. They are committed to a longer work day and work year. Classroom pedagogy is centered on cooperative and collaborative practices, inquiry, and differentiation to meet the needs of all learners. Teachers share a vision for helping every student to achieve personal mastery.
Variable 5	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 directly respond to emerging student data, including evaluation of lesson plans, teaching strategies, and sharing effective practices. Over the last three weeks of August our teachers prepare their classrooms and curriculum for the year, with guidance from the Principal, department chairs, and outside support. YWCP conducts an annual retreat for faculty to establish the atmosphere and mindset for the school year. Peer observations and team teaching opportunities are built into the schedule and are regular practice.
Variable 6	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 staying true to the spirit of a charter school and sharing practices with all other schools in a comprehensive and applicable manner.
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

i. TOTAL ENROLLMENT ON JUNE 30, 2016

256

j. GRADES SERVED IN SCHOOL YEAR 2015-16

Check all that apply

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

No

Page 2

I1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
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I2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	133 Hoover Drive Rochester, NY 14615	585-254-0320	GREECE CSD	7-11	No	Rent/Lease
Site 2						
Site 3						

12a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Toyia Wilson	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Barbara Hasler	[REDACTED]		[REDACTED]
Compliance Contact	Debra Hoeft	[REDACTED]		[REDACTED]
Complaint Contact	Barbara Hasler	[REDACTED]		[REDACTED]

m1. Is the school or are the school sites co-located?

No

Page 3

n1. Were there any revisions to the school's charter during the 2015-16 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 District or CSD of Location	YWCP moved from 311 Flower City Park located in the Rochester City School District to 133 Hoover Drive located in the Greece Central School District	April 2016	May 2016
2				
3				
4				
5				

o. Name and Position of Individual(s) Who Completed the 2015-16 Annual Report.

Toyia Wilson & Barbara Hasler

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

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line and a small loop.

Signature, President of the Board of Trustees

Date

(No response)

Thank you.



Entry 2 Link

Last updated: 07/20/2016

Page 1

1. NEW YORK STATE REPORT CARD

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

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<https://data.nysed.gov/reportcard.php?year=2014&instid=800000071083>



Entry 4 Expenditures per Child

Created: 07/20/2016

Last updated: 07/26/2016

Page 1

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 2015-16 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	3214143
Line 2: Year End FTE student enrollment	257
Line 3: Divide Line 1 by Line 2	12506

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 2015-16 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)	64223
Line 2: Management and General Cost (Column)	226112
Line 3: Sum of Line 1 and Line 2	290335
Line 5: Divide Line 3 by the Year End FTE student enrollment	1130

Thank you.

New York State Education Department

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

2015-16 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	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Young Women's College Prep Charter School

PROJECTED BUDGET FOR 2016-2017

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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	5,078,322	247,900	-	-	-	5,326,222	
Total Expenses	4,462,754	169,273	-	-	425,027	5,057,054	
Net Income	615,568	78,627	-	-	(425,027)	269,168	
Actual Student Enrollment	338	37				-	
Total Paid Student Enrollment	312	37				349	Includes a 26 student contingency
PROGRAM SERVICES							
SUPPORT SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
Rochester City SD	\$12,590.00	4,268,010	247,900	-	-	4,515,910	
Greece CSD	\$11,479.00	45,916	-	-	-	45,916	
Gates-Chili CSD	\$12,859.00	38,577	-	-	-	38,577	
East Irondequoit CSD	\$12,057.00	24,114	-	-	-	24,114	
West Irondequoit CSD	\$10,913.00	10,913	-	-	-	10,913	
	4,387,530	247,900				4,635,430	
Special Education Revenue	-	-	-	-	-	-	
Grants							
Stimulus	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Other State Revenue	150,070	-	-	-	-	150,070	
TOTAL REVENUE FROM STATE SOURCES	4,537,600	247,900				4,785,500	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs	-	-	-	-	-	-	
Title I	114,775	-	-	-	-	114,775	
Title Funding - Other	4,804	-	-	-	-	4,804	
School Food Service (Free Lunch)	407,143	-	-	-	-	407,143	
Grants							
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
Other Federal Revenue	-	-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES	526,722					526,722	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising	-	-	-	-	-	-	
Erate Reimbursement	14,000	-	-	-	-	14,000	
Interest Income, Earnings on Investments,	-	-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	-	-	-	
Food Service (Income from meals)	-	-	-	-	-	-	
Text Book	-	-	-	-	-	-	
Other Local Revenue	-	-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	14,000					14,000	
TOTAL REVENUE	5,078,322	247,900				5,326,222	
							List exact titles and staff FTE's (Full time equivalent)
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
	No. of Positions						
Executive Management	-	-	-	-	-	-	
Instructional Management	1.00	140,967	-	-	-	140,967	
Deans, Directors & Coordinators	2.00	152,249	-	-	-	152,249	
CFO / Director of Finance	2.00	-	-	-	171,603	171,603	
Operation / Business Manager	-	-	-	-	-	-	
Administrative Staff	2.00	-	-	-	89,803	89,803	
TOTAL ADMINISTRATIVE STAFF	7	293,216			261,406	554,622	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	19.00	840,208	-	-	-	840,208	
Teachers - SPED	2.50	-	123,560	-	-	123,560	
Substitute Teachers	-	60,000	-	-	-	60,000	
Teaching Assistants	1.00	33,048	-	-	-	33,048	

Young Women's College Prep Charter School

PROJECTED BUDGET FOR 2016-2017

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Actual Student Enrollment	338	37				-	
Total Paid Student Enrollment	312	37				349	Includes a 26 student contingency
PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Specialty Teachers	10.50	543,664	-	-	-	543,664	
Aides	-	-	-	-	-	-	
Therapists & Counselors	4.00	208,272	-	-	-	208,272	
Other	-	10,000	-	-	-	10,000	
TOTAL INSTRUCTIONAL	37	1,695,192	123,560			1,818,752	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	24,000	-	-	-	24,000	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	2.00	103,005	-	-	-	103,005	
TOTAL NON-INSTRUCTIONAL	2	127,005				127,005	
SUBTOTAL PERSONNEL SERVICE COSTS	46	2,115,413	123,560		261,406	2,500,379	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		212,532	12,502	-	25,004	250,038	
Fringe / Employee Benefits		331,733	19,288	-	42,252	393,273	
Retirement / Pension		216,860	12,667	-	26,798	256,325	
TOTAL PAYROLL TAXES AND BENEFITS		761,125	44,457		94,054	899,636	
TOTAL PERSONNEL SERVICE COSTS		2,876,538	168,017		355,460	3,400,015	
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	20,000	20,000	
Legal		10,000	-	-	-	10,000	
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		-	-	-	6,000	6,000	
Special Ed Services		-	-	-	-	-	
Titement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		141,000	-	-	-	141,000	
TOTAL CONTRACTED SERVICES		151,000			26,000	177,000	
SCHOOL OPERATIONS							
Board Expenses		-	-	-	3,000	3,000	
Classroom / Teaching Supplies & Materials		60,000	-	-	-	60,000	
Special Ed Supplies & Materials		-	-	-	-	-	
Textbooks / Workbooks		10,000	-	-	-	10,000	
Supplies & Materials other		-	-	-	-	-	
Equipment / Furniture		65,000	-	-	-	65,000	
Telephone		5,500	-	-	-	5,500	
Technology		30,000	-	-	-	30,000	
Student Testing & Assessment		50,000	-	-	-	50,000	
Field Trips		13,000	-	-	-	13,000	
Transportation (student)		35,000	-	-	-	35,000	
Student Services - other		55,625	-	-	-	55,625	
Office Expense		45,000	-	-	-	45,000	
Staff Development		35,000	-	-	-	35,000	
Staff Recruitment		6,000	-	-	-	6,000	
Student Recruitment / Marketing		6,000	-	-	-	6,000	
School Meals / Lunch		362,456	-	-	-	362,456	
Travel (Staff)		6,500	-	-	-	6,500	
Fundraising		-	-	-	-	-	

Young Women's College Prep Charter School

PROJECTED BUDGET FOR 2016-2017

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PROGRAM SERVICES							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	15,900	-	-	-	-	15,900	
TOTAL SCHOOL OPERATIONS	800,981				3,000	803,981	
FACILITY OPERATION & MAINTENANCE							
Insurance	30,703	1,256	-	-	13,118	45,077	
Janitorial	-	-	-	-	-	-	
Building and Land Rent / Lease	358,132	-	-	-	18,849	376,981	
Repairs & Maintenance	-	-	-	-	-	-	
Equipment / Furniture	25,000	-	-	-	-	25,000	
Security	2,250	-	-	-	2,750	5,000	
Moving	30,000	-	-	-	-	30,000	
Utilities	111,150	-	-	-	5,850	117,000	
TOTAL FACILITY OPERATION & MAINTENANCE	557,235	1,256			40,567	599,058	
DEPRECIATION & AMORTIZATION	77,000	-	-	-	-	77,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	4,462,754	169,273			425,027	5,057,054	
NET INCOME	615,568	78,627	-	-	(425,027)	269,168	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
Rochester City SD	328	37	365				
Greece CSD	4		4				
Gates-Chili CSD	3		3				
East Irondequoit CSD	2		2				
West Irondequoit CSD	1		1				
TOTAL ENROLLMENT	338	37	375				
REVENUE PER PUPIL	15,025	6,700	-				
EXPENSES PER PUPIL	13,203	4,575	-				

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

**Financial Statements
as of June 30, 2016
Together with
Independent Auditor's Report**

Bonadio & Co., LLP
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

October 28, 2016

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

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, 2016, 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; 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 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.

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Pittsford, New York 14534
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f (585) 381-3131

www.bonadio.com

(Continued)

INDEPENDENT AUDITOR'S REPORT

(Continued)

Basis for Qualified Opinion

As more fully described in Note 7 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, 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 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, 2016, 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.

Report on Summarized Comparative Information

We have previously audited the School's 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 15, 2015. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015 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 28, 2016 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, 2016

(With Comparative Totals for 2015)

	<u>2016</u>	<u>2015</u>
ASSETS		
CURRENT ASSETS:		
Cash	\$ 1,259,344	\$ 757,875
Grants receivable	96,705	69,639
Other receivables	26,240	44,021
Prepaid expenses and other assets	<u>65,768</u>	<u>51,986</u>
Total current assets	1,448,057	923,521
DESIGNATED CASH	75,000	75,000
PROPERTY AND EQUIPMENT, net	<u>167,518</u>	<u>139,740</u>
	<u>\$ 1,690,575</u>	<u>\$ 1,138,261</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 50,981	\$ 69,585
Accrued expenses	318,548	137,919
Deferred revenue	<u>15,161</u>	<u>15,494</u>
Total current liabilities	384,690	222,998
NET ASSETS	<u>1,305,885</u>	<u>915,263</u>
	<u>\$ 1,690,575</u>	<u>\$ 1,138,261</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, 2016

(With Comparative Totals for 2015)

	<u>2016</u>	<u>2015</u>
REVENUE AND SUPPORT:		
Public school district	\$ 3,381,458	\$ 2,877,199
Federal and state grants	129,794	123,910
Other grants	111,333	84,506
Contributions	<u>1,850</u>	<u>14,397</u>
Total revenue and support	<u>3,624,435</u>	<u>3,100,012</u>
EXPENSES:		
Program -		
Regular education	2,665,056	2,308,747
Special education	<u>213,817</u>	<u>204,282</u>
Total program expenses	2,878,873	2,513,029
Management and general	<u>354,940</u>	<u>234,528</u>
Total operating expenses	<u>3,233,813</u>	<u>2,747,557</u>
CHANGE IN NET ASSETS	390,622	352,455
NET ASSETS - beginning of year	<u>915,263</u>	<u>562,808</u>
NET ASSETS - end of year	<u>\$ 1,305,885</u>	<u>\$ 915,263</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, 2016

(With Comparative Totals for 2015)

	Program Services				Supporting Services			Total	
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	2016	2015
Personnel services costs:									
Administrative staff personnel	\$ 268,007	\$ -	\$ -	\$ 268,007	\$ 226,112	\$ -	\$ 226,112	\$ 494,119	\$ 389,440
Instructional personnel	1,076,660	164,909	-	1,241,569	-	-	-	1,241,569	1,196,824
Non-instructional personnel	69,203	-	-	69,203	-	-	-	69,203	25,700
Total personnel services costs	1,413,870	164,909	-	1,578,779	226,112	-	226,112	1,804,891	1,611,964
Fringe benefits and payroll taxes	276,522	32,253	-	308,775	44,223	-	44,223	352,998	263,370
Retirement	126,205	14,720	-	140,925	20,183	-	20,183	161,108	7,407
Accounting/audit services	-	-	-	-	12,990	-	12,990	12,990	14,826
Other purchased/professional/consulting services	63,536	-	-	63,536	8,727	-	8,727	72,263	49,039
Building and land rent/lease	274,769	-	-	274,769	14,462	-	14,462	289,231	282,922
Repairs and maintenance	111,235	-	-	111,235	5,854	-	5,854	117,089	106,574
Insurance	24,956	1,935	-	26,891	15,309	-	15,309	42,200	26,673
Utilities	58,358	-	-	58,358	2,760	-	2,760	61,118	61,039
Supplies/materials	40,904	-	-	40,904	-	-	-	40,904	98,447
Equipment/furnishings	1,410	-	-	1,410	-	-	-	1,410	13,143
Staff development	6,237	-	-	6,237	-	-	-	6,237	35,564
Marketing/recruitment	9,669	-	-	9,669	-	-	-	9,669	3,589
Technology	18,523	-	-	18,523	-	-	-	18,523	19,022
Student services	85,668	-	-	85,668	-	-	-	85,668	66,076
Office expense	31,024	-	-	31,024	3,397	-	3,397	34,421	22,529
Depreciation	92,333	-	-	92,333	644	-	644	92,977	54,628
Other	29,837	-	-	29,837	279	-	279	30,116	10,745
	<u>\$ 2,665,056</u>	<u>\$ 213,817</u>	<u>\$ -</u>	<u>\$ 2,878,873</u>	<u>\$ 354,940</u>	<u>\$ -</u>	<u>\$ 354,940</u>	<u>\$ 3,233,813</u>	<u>\$ 2,747,557</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, 2016

(With Comparative Totals for 2015)

	<u>2016</u>	<u>2015</u>
CASH FLOW FROM OPERATING ACTIVITIES:		
Revenue from school districts	\$ 3,388,834	\$ 2,862,593
Grant revenues	224,804	203,499
Miscellaneous sources	1,850	476
Payments to vendors for goods and services rendered	(815,042)	(774,233)
Payments to charter school personnel for services rendered	<u>(2,178,222)</u>	<u>(1,880,864)</u>
Net cash flow from operating activities	<u>622,224</u>	<u>411,471</u>
CASH FLOW FROM INVESTING ACTIVITIES:		
Increase in designated cash	-	(25,000)
Purchases of property and equipment	<u>(120,755)</u>	<u>(106,571)</u>
Net cash flow from investing activities	<u>(120,755)</u>	<u>(131,571)</u>
CHANGE IN CASH	501,469	279,900
CASH - beginning of year	<u>757,875</u>	<u>477,975</u>
CASH - end of year	<u>\$ 1,259,344</u>	<u>\$ 757,875</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:		
Change in net assets	\$ 390,622	\$ 352,455
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation	92,977	54,628
Changes in:		
Grants receivable	(27,066)	(4,917)
Other receivables	17,781	(44,021)
Prepaid expenses and other assets	(13,782)	(21,957)
Accounts payable	(18,604)	12,293
Accrued expenses	180,629	47,496
Deferred revenue	<u>(333)</u>	<u>15,494</u>
Net cash flow from operating activities	<u>\$ 622,224</u>	<u>\$ 411,471</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, 2016

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 will expire in June 2017.

The School began operations in September 2011. The School provides educational instructions to students in seventh grade through tenth grade. In each of the following school years, the School will add the next grade level until the School has grades seven through twelve.

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 conformity with accounting principles generally accepted in the United States.

Financial Reporting

At June 30, 2016 and 2015, 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, 2016 and 2015, 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, 2016 and 2015, 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, 2015, from which the summarized information was derived.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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 93% of the School's total revenue and support during both of the years ended June 30, 2016 and 2015.

4. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2016</u>	<u>2015</u>
Equipment	\$ 280,916	\$ 160,161
Property	<u>66,037</u>	<u>66,037</u>
	346,953	226,198
Less: Accumulated depreciation	<u>(179,435)</u>	<u>(86,458)</u>
	<u>\$ 167,518</u>	<u>\$ 139,740</u>

Depreciation expense was \$92,977 and \$54,628 for the years ended June 30, 2016 and 2015, respectively.

5. LINE OF CREDIT

The School has a line of credit with a bank allowing the School to borrow up to \$75,000 for operating purposes. Amounts borrowed bear interest at the prime interest rate plus 1.50% (5% at June 30, 2016), are unsecured, and are guaranteed by one of the School's Trustees. There were no amounts outstanding under the terms of this agreement at June 30, 2016 and 2015.

Interest

Interest expense and the amount of interest paid with respect to borrowings on the line of credit were approximately \$25 and \$50 during the years ended June 30, 2016 and 2015, respectively.

6. COMMITMENTS

The School has a non-cancellable lease agreement for its previous school location that required monthly payments of \$25,577 from July 2015 through June 2016, and \$24,205 from July 2016 through June 2017. Rent expense recognized under the terms of this agreement and the former agreement were \$289,231 and \$282,922 for the years ended June 30, 2016 and 2015, respectively. For the year ending June 30, 2017 the future minimum annual payment under the terms of this agreement is \$290,460.

7. RETIREMENT PLAN

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. During the year ended June 30, 2015, the School made matching contributions to the Plan equal to 3.0% of the employee's annual salary. The School did not make any contributions to the Plan during the year ended June 30, 2016. The School recognized contribution expense of \$7,407 during the year ended June 30, 2015.

New York State Teachers' Retirement System

As of September 1, 2015, the School began participation 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 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, 2016 the only available information for the Plan would be as of June 30, 2015, however, since the School did not start participating until September 1, 2015 there is no prior year information available.

8. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 28, 2016, which is the date the financial statements were available to be issued.

In July 2016, the School entered in to a lease agreement. Under the terms of the agreement, the School rents the facility at a monthly rate of \$12,333 through July 2017. The monthly rate will increase to \$36,530, \$37,776 and \$39,021 for the years ended June 30, 2018, 2019 and 2020 respectively.

**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 28, 2016

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 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), which comprise the statement of financial position as of June 30, 2016 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 28, 2016.

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 and therefore material weaknesses or significant deficiencies may exist that were not identified. 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.

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p (585) 381-1000
f (585) 381-3131

www.bonadio.com

(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 School'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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

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

Trustee Name:

DUFFY PALMER

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL

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

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ No

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

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

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<i>None</i>				

[Signature] *07.28.2016*
 Signature Date

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

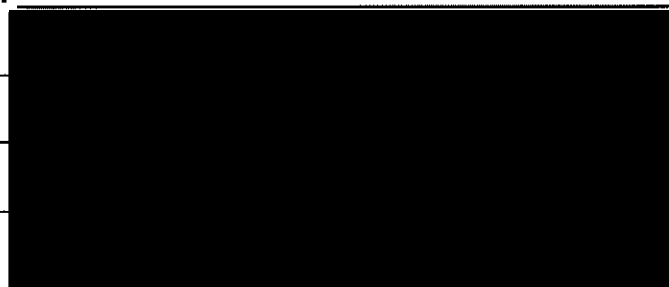
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



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

Trustee Name:

Barbara Jarzyniecki

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Young Womens College Prep Charter School

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

Board Secretary, Chair of the Communications Committee

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ **Yes** ☒ **No**

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

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

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

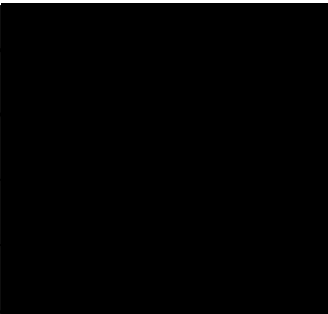
<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None	<i>Please write "None" if applicable. Do not leave this space blank.</i> None

Barbara Jarzyniecki *Barbara Jarzyniecki* 7/25/16
 Signature Date

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

Business Telephone: 
 Business Address: _____
 E-mail Address: _____
 Home Telephone: _____
 Home Address: _____

Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee

Trustee Name:

Erika Dutthiers

Name of Charter School Education Corporation (for an unmerged school, this is
the Charter School Name):

Young Women's College Prep School of Rochester

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

2. Is the trustee an employee of any school operated by the Education Corporation?
Yes ☒ No

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

N/A

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

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

N/A

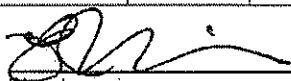
4. Identify each interest/transaction (and provide the requested information) that you or
any of your immediate family members or any persons who live with you in your
house have held or engaged in with the charter school(s) governed by the Education
Corporation during the time you have served on the board, and in the six-month
period prior to such service. If there has been no such financial interest or
transaction, write None. Please note that if you answered Yes to Questions 2-4
above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> None				


Signature

7/25/16
Date

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

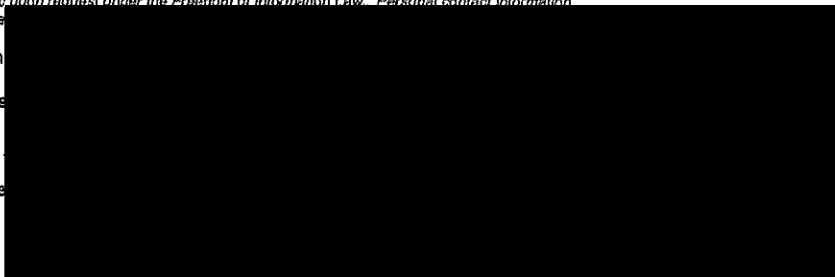
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



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

Trustee Name:

Flor M. Colón

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Young Women's College Prep Charter School
of Rochester

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative): Vice Chair, Bd. of Trustees
2. Is the trustee an employee of any school operated by the Education Corporation?
Yes ☒ No

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

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

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

None	None	None	None
------	------	------	------

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

Shirley Colson
Signature

7/21/16
Date

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

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

Trustee Name: Jennifer Vossler

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

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

2. Is the trustee an employee of any school operated by the Education Corporation?
☐ Yes ☒ No

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

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

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
Paychex	Payroll Services	\$4,900.00	Jennifer Vossler (Employee/Officer of Paychex)	Trustee is not involved in decision on provider. Initially bids were provided by several companies.

Jennifer R. Vossler
Signature

7/19/16
Date

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Laura E. O. Norris

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Young Women's College Prep

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

2. Is the trustee an employee of any school operated by the Education Corporation?
Yes ☒ No

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

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

Yes ☒ No

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


4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
None				


Signature

7/25/2016
Date

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

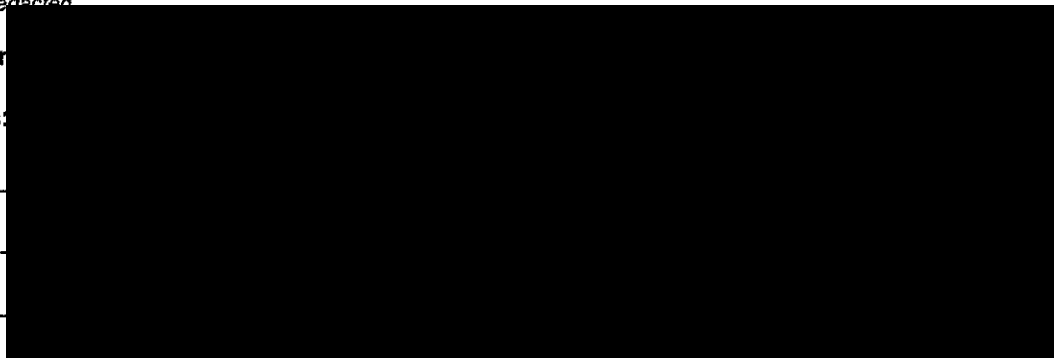
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____








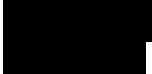
Entry 9 BOT Table

Last updated: 07/20/2016

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Position on the Board	Committee Affiliations	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Flor Colon	[REDACTED]	Vice Chair/Vice President	Real Estate Executive	Yes	Associate General Counsel, Xerox Corporation (Legal)	2nd term, 3 years, 6/5/15-6/18
2	Erika Duthiers	[REDACTED]	Trustee/Member	Governance Executive	Yes	Deputy General Counsel, Rochester Institute of Technology (Legal)	2nd term, 3 years, 6/5/15-6/18
3	Barbara Jarzyniecki	[REDACTED]	Secretary	Executive Communications	Yes	Retired. Former Chief Communications Officer, Rochester City Schools (Marketing, Public Relations, Project Management)	1 term, 3 years, 5/2/14-5/17

4	Susan Johnston		Trustee/Member	Education Performance Evaluation	Yes	President, Our Lady of Mercy All-Girls School (Urban Education, Management, Leadership, Former Principal)	1 term, 3 years 11/7/14-11/17
5	Pam Kissel		Trustee/Member	Performance Evaluation	Yes	Former Superintendent of Schools, Former Interim Principal of YWCP (Education, Instruction, Teaching, Professional Development)	1 term, 3 years, 12/4/15-12/18
6	Laura Norris		Trustee/Member	Real Estate	Yes	Manager, Strategy and Business Development Xerox Corporation (Business Strategy, Data Analysis, Contracting)	1 term, 3 years 5/2/14-5/17
7	Duffy Palmer		Trustee/Member	Executive, Education	Yes	Education Consultant Former Deputy Secretary of Education, NYS Governor's Office (Education, Relationship)	2nd term, 3 years, 6/6/14-6/17

						Development)	
8	Mary Beth Robinson		Trustee/Member	Health and Wellness	Yes	Pediatrician , 12 Corners Pediatric Group (Pediatrics/ Health and Wellness)	1 term, 3 years, 12/4/15-12/18
9	Brooke Stafford-Brizzard		Trustee/Member	Education, Perf. Evaluation, Executive	Yes	Education Consultant (Education, Data Strategy and Evaluation, Research)	2nd term, 3 years, 6/5/15-6/18
10	Jenny Vossler		Treasurer	Finance Executive	Yes	Vice President & Controller, Paychex Inc. (Accounting/Finance)	2nd term, 3 years, 6/5/15-6/18
11							
12							
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17							
18							
19							
20							

2. Total Number of Members on June 30, 2015

10

3. Total Number of Members Joining the Board 2015-16 School Year

1

4. Total Number of Members Departing the Board during the 2015-16 School Year

0

5. Number of Voting Members 2015-16, as set by the by-laws, resolution or minutes

10

6. Number of Board Meetings Conducted in the 2015-16 School Year

11

7. Number of Board Meetings Scheduled for the 2016-17 School Year

11

Thank you.



YWCP Board of Trustees Meeting

Date: Friday, June 5, 2015
Time: 8:00 am
Location: Young Women's College Prep
Flower City

Minutes

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

Absent: *Sean Miller, Laura Rebell Gross,*

School Administration Present: *Pamela Kissel, Barbara Hasler*

Foundation Office: *LaShunda Leslie-Smith*

I. Call to Order

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

II. Roll Call:

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

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

IV. Communications to the Board: There are no communications.

V. Approval of the Regular Board Meeting of May 1, 2015 Minutes: *Palmer*

Mary Beth Robinson-Vay motioned to accept and approve the May 1, 2015 Regular Meeting minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer*

SED Site Visit

Palmer referred to a document distributed prior to the meeting highlighting questions posed by SED representatives in a meeting *following* the 2-day visit. Palmer and Jarzyniecki attended the debriefing session. He asked Principal Kissel when the report would be received. She stated that within 30-45 days of the date of the visit. He stated that the Board would receive the report prior to the July Board Retreat and address questions, concerns, issues, recommendations, etc. at the retreat. At this time, the new Principal will be on board and with the help of Pam Kissel, the Board begins preparation for the re-authorization

At this time, Palmer, on behalf of the Board, extended appreciation to Dr. Kissel for her willingness to step in and take over as Interim Principal. He applauded her leadership style and pointed out several changes and accomplishments which made a difference under her leadership. The entire Board agreed.

Nomination of New Board Members (Kirsten Barclay, Pam Kissel)

Palmer advanced the name of Kirsten Barclay. He stated that Ms. Barclay is recommended by the Executive Committee to fill several roles as a Board of Trustee. Barclay previously worked as a YWCP employee, therefore, most of the Board are familiar with her work ethic and abilities.

Palmer stated it was important to fill Board slots with individuals who are experienced in education, compliance and data reporting and accountability. Brooke Stafford-Brizard stated that Barclay would chair the Performance Evaluation committee, be a member of the Executive Committee and be responsible for compliance, data management, and the accountability plan. She reached out to Barclay and explained the role and the work involved, Barclay is interested.

Jenny Vossler described her working relationship with Barclay during her tenure as the Director of Operations. She stated that Barclay stepped into a very challenging role which was not exactly her skill set. She praised Barclay's passion for the cause and her analytical side. Duthiers agreed that Barclay is organized and extremely capable of fulfilling this role.

Palmer asked for a motion to nominate Kirsten Barclay as a member of the Board of Trustees for a 3-year term. Duthiers advanced the motion, Vossler seconded the motion. All were in favor. Palmer stated that the necessary paperwork will be submitted to the State Education Department and upon approval, Barclay will join the YWCP Board of Trustees.

Palmer stated that the Executive Committee agreed to ask Dr. Kissel to join the Board. Kissel stated that she is very interested but asked to join in January 2016.

VII. Strategic Planning Committee: Erika Duthiers. No Report

VIII. Real Estate: Flor Colon. No Report

IX. Finance Committee Report: Jenny Vossler, Treasurer

Vossler stated that she reviewed the financial statements through the end of May, and indicated that the school is close to budget from a surplus perspective. She attributed this to a shortfall in revenue. Vossler stated that next year's budget is not at the level as in past years and there is minimal flexibility. She stated there is a cushion but she is concerned with the enrollment status.

Norris asked for enrollment figures. Hasler stated that there are 41 students enrolled in the student management system, another 20 students need to fill out the necessary paperwork and register. She stated that she has received several calls from families wishing to enroll students in the higher grades (with many requests for 8th grade). She stated it is important to consider space and scheduling when enrolling upper class students.

Stafford-Brizard stated it was important to get the word out when the new Principal is hired to start the momentum within the community.

X. Audit Committee Report: Sean Miller. No Report

XI. Governance Committee Report: Erika Duthiers

Duthiers introduced the Board of Trustees with terms expiring in June 2015: Jenny Vossler, Brooke Stafford Brizard and Flor Colon. She advanced a motion for each renewal.

Prior to the vote to extend terms of Vossler, Stafford-Brizard and Colon the following statement was read and agreed to by said members :

Duty of Loyalty/Conflicts of Interest

Trustee/board members owe allegiance to the institution and must act in good faith with the best interest of the institution in mind. The conduct of a trustee/board member must, at all times, further the institution's goals and not the member's personal or business interests. Consequently, trustees/board members should not have any personal or business interest that may conflict with their responsibilities to the institution. A trustee/board member should avoid even the appearance of impropriety when conducting the institution's business. Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.

A motion to extend Vossler's term of service from June 2015 – June 2018 was moved by Erika Duthiers, seconded by Flor Colon. Palmer stated the motion was moved and seconded to extend Vossler's term of service. All were in favor. The motion carries unanimously.

A motion to extend Stafford Brizard's term of service from June 2015 – June 2018 was moved by Erika Duthiers, seconded by Mary Beth Robinson-Vay. Palmer stated the motion was moved and seconded to extend Stafford Brizard's term of service. All were in favor. The motion carries unanimously.

A motion to extend Flor Colon term of service from June 2015 – June 2018 was moved by Erika Duthiers, seconded by Laura Norris. Palmer stated the motion was moved and seconded to extend Flor Colon's term of service. All were in favor. The motion carries unanimously.

Palmer complimented and thanked the members for their previous service as Board of Trustees and looks forward to the future.

XII. Curriculum and Evaluation: K. Brooke Stafford Brizard

Update: Principal Search

Stafford-Brizard referred to the documents distributed prior to the meeting (Principal Finalists Schedule and Resumes of the Candidates). She provided an outline of the day for interviews (June 8, 2015). The schedule includes a half-day session for each finalist. Meetings are scheduled with the Board, parents, faculty, students and the Selection Committee. She stated that a list of questions is being gathered from students and faculty for the specific sessions. The Screening/Selection Committee time with the candidate will address the achievement data, enrollment and school climate/culture. Palmer sent the materials covering these topics to the finalists.

Palmer suggested that a decision be made as early as Tuesday, June 9 and that there may be a need for an emergency Board meeting next week. On behalf of the Board, Palmer extended appreciation to Stafford Brizard for her leadership during the principal search process.

XIII. Health and Wellness Committee Report: Mary Beth Robinson

Robinson stated that discussions continue with Cynthia Woolbright, Foodlink and Julie Kay Catering to provide healthy snacks for students in the coming school year. She stated that the plan is to meet with the new Principal to share progress and discuss next steps.

Robinson announced that the 10 students from her Friday Yoga class will meet with students from True North to share experiences and lead a yoga class.

XIV. YWCP Foundation Report: Cynthia Woolbright, LaShunda Leslie Smith (report filed)

Leslie-Smith announced the Foundation's June kick-off event for the Leadership Breakfast. The breakfast is scheduled for Wednesday, November 18th this year. The invite was extended to Table Captains to get the momentum going early and set expectations. She stated the process for selection of the honorees is moving forward.

XV. Principal's Report: Dr. Pamela Kissel (report received and filed)

Principal Kissel submitted her final report to the Board. She thanked the Board for the opportunity to serve as Interim Principal. Her report touched on the following:

- 1) SED visit across all spectrums.
- 2) The Board of Trustees decision to join the TRS system, she stated that this action will draw more experienced staff to join YWCP and maintain a stability in returning staff. She felt that a strong team of educators will return.
- 3) Complimented the Board on the decision to bring on the Dean of Students and Curriculum Coordinator making the organizational changes to address discipline, counseling and curriculum development.
- 4) Spoke highly of the administrative and office staff describing them as pillars of the school.

She expressed concern and suggested that there is a need to have a security presence in the building. She stated that at times off-campus issues drift into the school and for safety reasons, a security presence is wise. The Board agreed and recently approved the budget for 2015-2016 adding security.

XVI. School Operations: Barbara Hasler

Hasler presented a new Salary Schedule for the coming school year. She reviewed the schedule and changes. Palmer asked for a motion to approve and adopt the 2015-2016 Salary Schedule. Vossler advanced the motion; Robinson-Vay seconded the motion. All were in favor. The motion carries.

At this time, Hasler recommended a change to the Letter of Agreement with staff. The change was associated with sick and personal time. She recommended that staff will be entitled to 4 paid sick days and upon the conclusion of the academic year will have the opportunity to accrue sick time and roll over time into the next year. Time will be recorded using a tracking system. Personal time will also be rolled over into the next year as sick time. Both changes will be noted in the Letter of Agreement.

Palmer asked for a motion to consider the recommended change to the Letter of Agreement. Duthiers advanced the motion, Williams seconded the motion. All were in favor. The motion carries. Hasler stated that with this approval, she will adjust the staff handbook to reflect the change.

XVII. Old Business. No Old Business

XVIII. New Business. No New Business

XIX. Adjourn to Executive Session: Personnel Matter

Palmer asked for a motion to enter into Executive Session to discuss two issues regarding personnel and a parent concern with one individual. Norris advanced the motion; Robinson-Vay seconded the motion. All were in favor. The motion carries.

Palmer asked for a motion to return to Regular Meeting. Robinson-Vay advanced the motion; Norris seconded the motion. Executive Session ended.

XX. Adjournment: Next Meeting: Friday, July 31, 2015, Board Retreat.

Palmer stated that an Emergency Meeting will be called for the purpose of naming the new principal and approval to negotiate a contract agreement with said individual.

Palmer reminded the Board that Friday, July 31st is the Board's full day retreat covering several end of the year items, review of the SED report and the beginning of the Strategic Plan process.

Palmer asked for a motion to adjourn the meeting. Williams advanced the motion, Johnston seconded the motion. All were in favor. The meeting was adjourned at 9:45 a.m.

Minutes approved on July 31, 2015, Respectfully Submitted: Barbara Jarzyniecki, Board Secretary



YWCP Board of Trustees Emergency Meeting

Date: Friday, June 12, 2015
Time: 8:30 am
Location: Young Women's College Prep
Flower City

Minutes

Board of Trustees Present: *Duffy Palmer (Chair), Flor Colon, Erika Duthiers Sean Miller, Laura Norris, Mary Beth Robinson-Vay, Jenny Vossler*

Absent: *Jarzyniecki, Johnston, Stafford-Brizard, Williams*

I. Call to Order

Palmer called the meeting to order at 8:35 am.

II. Adjourn to Executive Session: Personnel Matter

Palmer asked for a motion to enter into Executive Session to discuss Personnel Matter. Erika Duthiers advanced the motion; Laura Norris seconded the motion. All were in favor. Motion carried.

Palmer asked for a motion to move out of Executive Session. Flor Colon advanced the motion; Mary Beth Robinson-Vay seconded the motion. All were in favor. Motion carried.

III. Vote to Offer Principal Position

Prior to the vote, Palmer reviewed details related to the extensive Principal Search Process and stated that the Search Committee worked for the last several months meeting every 2 weeks. He talked about the full day of final interviews, the coordination and result. He extended his appreciation to those involved and believes that the candidate of choice is an outstanding school leader with extensive urban school experience.

Palmer advanced a motion to offer the YWCP Principal position to Toyia T. Wilson. Flor Colon seconded the motion.

Palmer proceeded to take a roll call vote:

Duffy Palmer – yes
Flor Colon – yes
Erika Duthier – yes
Sean Miller – yes
Jenny Vossler – yes
Laura Norris – yes
Mary Beth Robinson-Vay– yes

The motion carried. Palmer stated that he will offer the Principal position to Toyia T. Wilson. On behalf of the Board, he stated that Kirsten Barclay-Manske is charged with negotiating the employment agreement; and the goal is to have it complete and ready for signature by Wednesday, June 17, 2015. The

public announcement of the appointment after the contract agreement is signed will be led by Cynthia Woolbright, President of the Foundation.

To express the Board's appreciation to Pam Kissel, a reception is planned for July 1st hosted by Mary Beth Robinson-Vay.

Palmer stated now that the new Principal is hired, the Board must concentrate on two very important items: development of a Strategic Plan, and the future and permanent site for housing YWCP school and re-authorization.

VI. Adjournment: Next Meeting: Friday, July 31, 2015, Board Retreat.

Palmer asked for a motion to adjourn the meeting. Colon advanced the motion, Vossler seconded the motion. All were in favor. The meeting was adjourned at 9:05 a.m.



YWCP Board of Trustees Meeting

Date: Friday, July 31, 2015
Time: 9:00 am – 4:00 pm
Location: Nothnagle

9:00 -10:30 am Morning (Business) Agenda

Minutes

Board of Trustees Present: *Duffy Palmer (Chair), Flor Colon, Erika Duthiers Barbara Jarzyniecki, Suzanne Johnston, Mary Beth Robinson-Vay, Jenny Vossler*
Absent: *Laura Norris, Sean Miller, Brooke Stafford Brizard, Natasha Williams*
School Administration Present: *Toyia Wilson, Barbara Hasler*
Guest: *Jill Shahan, Northeast Charter School Network*

I. Call to Order

Palmer called the meeting to order at 9:08 am.

II. Roll Call:

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

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

IV. Approval of the Regular Board Meeting of June 5, 2015 Regular Meeting Minutes and June 12, 2015, Emergency Meeting: *Palmer*

Flor Colon motioned to accept and approve the June 5, 2015 Regular Meeting minutes. Mary Beth Robinson-Vay seconded the motion. All were in favor. Motion carried unanimously. Flor Colon motioned to accept and approve the June 12, 2015 Emergency Meeting minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

V. Executive Report: *Duffy Palmer*

Palmer introduced Resolutions #1, Contract Agreement with Toyia Wilson.

Resolution #1 (2015-16):

Whereas, the Board of Trustees of the Young Women's College Prep Charter School conducted a national search with extensive stakeholder input from January 2015 – June 2015 to recruit and hire a Principal; and

Whereas, on June 12, 2015, the Board of Trustees unanimously approved a motion to enter into and execute an employment agreement with Toyia T. Wilson; therefore be it

Resolved, that the YWCP Board of Trustees formally approves the employment agreement naming Toyia T. Wilson, the Principal of the Young Women's College Prep Charter School for three years effective July 20, 2015 through June 30, 2018, at an annual salary of \$136,200, along with the stated benefits and compensation and subject to the terms and conditions within the said employment agreement.

Duthiers advanced a motion to accept and approve Resolution #1. Flor Colon seconded the motion. Motion carried unanimously. All in favor. Resolution #1 approved unanimously.

At this time Palmer, introduced Toyia Wilson, new Principal effective July 20th.

VI. Board Committee Reports:

Finance Committee: Jenny Vossler, Chair

Vossler stated that she met with Barbara Hasler, Director of Operations to review the FY16 Budget. She asked for the enrollment figure (since enrollment is the biggest revenue driver) and was pleased to say that enrollment was up considerably since the last report. She reported net revenue of \$285,000 receiving additional dollars from Title 1 and the Farash Foundation Grant (\$111,000). The Grant is dedicated to cover technology items such as smartboards, new server and laptops adding to the computer lab. Hasler noted that in an effort to win the award and recognize the importance of technology, a full time person was hired. This additional employee was approved by the Board in May 2015.

Vossler stated when the FY15 budget is finalized there should be a surplus of \$300,000 staying close to last year's surplus from a cash perspective. She added that a dashboard is being created to keep the Board informed and presented at monthly meetings.

2. Governance Committee: Erika Duthiers

Duthiers distributed the Conflict of Interest Forms for each Board of Trustee to fill out and sign for this fiscal year.

Duthiers referred to the Board's Self-Assessment Form and stated that she is developing a process for completion this school year.

Jill Shahan reviewed the Board's Assessment Tool and felt that more emphasis on how the Board is looking at school data should be a separate category.

Palmer announced that he asked Kirsten Barclay-Manske to chair the Performance Evaluation Committee as well as lead the Board through the Strategic Planning Process. He stated that a representative from the Pittsford School District is joining the Committee. Suzanne Johnston stated that she would serve as a member of the Committee.

Communications Committee

Palmer introduced a new Committee. He explained that it was important to create this committee to address the school's public relations and communications, in particular execute the student recruitment process working with Principal Wilson. He appointed Jarzyniecki as temporary chair of the Committee. He stated that he reached out to Dixon Schwabl. And Ryann Bouchard, an employee, expressed interest in working with Jarzyniecki and eventually joining the Board. He stated that meetings were held with Ms. Bouchard, Jarzyniecki and Principal Wilson. Media coverage (Channel 8 and Time Warner) resulted highlighting the Summer Bridge Program at Nazareth College.

Jarzyniecki stated that the Committee will develop a Strategic Communications Plan concentrating on student recruitment and the sharing of success stories using best practices and communications tactics.

Johnston asked for an explanation of the student enrollment process. Hasler talked about the recruitment efforts from the past year. Principal Wilson stated that she felt that some parents were screened out due to the process for securing an application. She stated that we need to be flexible and provide every opportunity for parents to fill out applications.

Robinson-Vay suggested that we secure parent ambassadors to market the school.

VII. Adoption of 2015-2016 Board of Trustees Schedule: Duffy Palmer

Palmer introduced the 2015-2016 Board of Trustees Meeting Schedule. Meetings are usually scheduled throughout the year on the 1st Friday of the month at 8:00 am. Duthiers asked to consider revising the schedule by adding 2 evening meetings giving the school community, and especially parents, the opportunity and more options to attend Board Meetings. Board meetings in the months of October and March were changed to Thursday, October 1st and March 3rd at 6:30 pm.

Palmer asked for a motion to accept the 2015-2016 Meeting Schedule as proposed with changes. Duthiers advanced the motion and Colon seconded the motion. All were in favor. The meeting schedule was approved reflecting changes and will be posted on the website and displayed in the school's office.

VIII. Principal's Report: Toyia Wilson

Principal Wilson distributed a leadership report with updates of her work (during the month of July) and interactions with staff. She stated that she met with the administrative team and began teacher interviews. She stated that 6 teachers left the school (3 were not asked back and 3 left for other opportunities and personal reasons). She held a focus group with teachers, drafted new administrative job descriptions, reviewed policies, and planned the 2-week PD session for teachers. Wilson met with the administration and planned the student orientation of 7th graders, drafted administrative roles and responsibilities and developed a new cell phone and uniform policy. She held meetings with the Foundation staff to discuss the college counseling position and expectations.

Principal Wilson met with the newly created communications support and advanced ideas, sent home a letter to all families describing the changes to the cell phone and uniform policy and sent all staff the first newsletter. During this time, she attended the 7th grade summer bridge program at Nazareth, was interviewed by the press and travelled to Tarrytown to attend the Principal's Conference sponsored by YWLN. She also reported that she finalized the Annual Report required by the State due on August 1st. She thanked Hasler and Jarzyniecki for assistance.

Principal Wilson talked extensively about the first days of school and identifying behavior expectations upfront for staff and students. She stressed the importance for staff and students to focus on the mission and how they connect to the mission. She referred to classroom management practices and the goal to focus on expectations for teachers. She developed a reward system and behavior matrix for students to present to teachers. Principal Wilson is identifying key areas whereby data should be collected, discussed and shared with the Board.

She reported that 70% of the incoming 7th grade students and families attended the Student Orientation and worked with the Foundation to develop a Student Activity Calendar.

Her future plans prior to school starting includes using the State report to make improvements and focus on 3 priority goals, deliver foundational PD to staff, use walkthrough feedback to solidify staff PD needs, finalize staff handbook and most importantly, use data to complete the schedule for students and teachers.

Several Board members asked what she needed to be successful. Principal Wilson stated that she needed support with lesson planning, instructional coaches and mentors.

XI. Adjournment. Next Meeting: Friday, September 4, 2015, Regular Board Meeting.

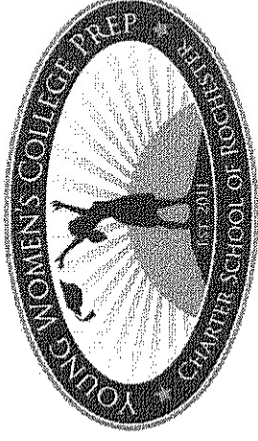
Palmer asked for a motion to adjourn. Duthiers motioned to adjourn the meeting, Vossler seconded the motion. All were in favor. The business portion of the meeting ended at 10:12 am. Next Meeting: September 4, 2015. Regular Board Meeting, the Annual Meeting to elect Officers.

Minutes approved on October 1, 2015

Submitted by: Barbara Jarzyniecki, Board Secretary

YWCP Board of Trustees Annual Meeting

Date: Friday, September 4, 2015
Time: 8:00 am
Location: Young Women's College Prep



Minutes

Board of Trustees Present: *Duffy Palmer (Chair), Flor Colon, Barbara Jarzyniecki, Laura Norris, Suzanne Johnston, Sean Miller, Jenny Vossler*

Excused Absence: *Erika Duthiers, Mary Beth Robinson-Vay, Brooke Stafford Brizard*
School Administration Present: *Toyia Wilson, Barbara Hasler*

I. Call to Order

Palmer called the meeting to order at 8:08 am.

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board.

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

V. Approval of the Regular Board Meeting of July 31, 2015 Regular Meeting Minutes and Retreat Notes: *Palmer*

Jenny Vossler motioned to accept and approve the July 31, 2015 Regular Meeting minutes and Retreat Notes. Sean Miller seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer*

Erika Duthiers forwarded a communications on September 1, 2015 by email announcing the slate of Board officers for 2015-2016 School Year as follows:

Duffy Palmer (Chair)
Flor Colon (Vice Chair)
Barbara Jarzyniecki (Board Secretary)

Annual Board Meeting: September 4, 2015

Jenny Vossler (Treasurer)

Duthiers asked for any nominations for new officers prior to the meeting.

There being no nominations for new officers, Palmer asked for a motion to approve the appointments of Board officers as presented below. Laura Norris advanced the motion and Suzanne Johnston seconded the motion. Palmer asked for a roll call vote:

Palmer: Yes
Jarzyniecki: Yes
Johnston: Yes
Miller: Yes
Norris: Yes
Vossler: Yes

All were in favor and the names and offices for the four Board members were approved unanimously, effective September 4, 2015.

Palmer stated that the Executive Committee is comprised of the 4 officers and the following individuals appointed by the Board Chair: Brooke Stafford-Brizard and Erika Duthiers.

VII. Strategic Planning Committee: *Kirsten Barclay-Manske*

Kirsten Barclay-Manske distributed an Excel file (titled: Performance Framework) that provided the Board with a crosswalk between the benchmarks with indicators, SED and charter renewal requirements (benchmarks and indicators), new metrics, strategic goals and objectives. The document also included the outline of Board committee responsibility and work relating to benchmarks and indicators. This information was derived from the Board's exercise at the July Retreat beginning the strategic planning process by listing goals and objectives. She pointed out that the new metrics column under Student Performance ensures alignment of resources (such as growth assessments Read 180, Math 180, and nationally normed tests) and student academic performance by grade level and college readiness.

Barclay-Manske advanced next steps and referred to the document. She stated that each committee should review its responsibility for benchmarks, renewal indicators and develop a timeline to complete the work identifying and confirming goals for specific areas. She indicated that the Board would need to allocate 3-5 hours to continue the work. She expressed how important it was to review original charter and align goals and outcomes with the original charter for the renewal application.

Jarzyniecki stated that the SED Charter Renewal Guidelines, Appendix B (Student Performance) and the 5 year Budget Renewal documents were distributed for the Board's and Committee review.

Palmer stated that each Committee Chair must develop a timeline and meeting schedule to complete the work.

VIII. Real Estate: Flor Colon: No Report

IX. Finance Committee Report: Jenny Vossler, Treasurer

Prior to the meeting, Vossler distributed the Balance Sheet Summary and Profit and Loss Statement for the Board's review.

Vossler stated that the Finance Committee met to review the financial statements for the year that ended on June 30, 2015. She stated that YWCP fell somewhat short of the budgeted surplus for FY15. She reported a surplus of \$300,000 and stated that the school is in a good position from a cash perspective. She indicated that the shortfall (\$400,000) was due to revenue associated with student enrollment. The shortfall was offset by expense favorability in benefits, facilities and operations. Vossler continued with identifying the budgeted enrollment figures (289) for FY16 and stated that a contingency of 15 students is built into the budget figures and leaves no room for student fallout. She expressed the need to monitor student enrollment weekly.

Given the decision to enter the Teacher Retirement System effective September 1st, current staff salaries and benefits are in line with FY16 with no cushion as reported in previous years.

She stated that the award of the Farash Grant for technology allowed the school to use the grant for school budgeted expenses and Title I and Title II funding was higher than planned and budgeted. Vossler felt that the school is in a good financial position.

X. Audit Committee Report: Sean Miller

Miller stated that he met with the Finance Committee and a representative from (Craig Stevens) The Bonadio Group to approve audit plan. The timeline was established, engagement letter and fees approved and the process for the review of the controls is in place. The audit starts on September 13th with filing by October 14, 2015.

XI. Governance Committee Report: Erika Duthiers: No Report

XII. Performance Evaluation: Kristen Barclay-Manske, Chair

Barclay-Manske announced members of the Performance Evaluation Committee (Toyia Wilson, Pam Kissel, Melanie Ward (Assistant Superintendent for Curriculum and Instruction, Pittsford School District) and Suzanne Johnston). She reported that the team met on August 20th with Duffy Palmer to discuss the instructional evaluation work ahead for the Committee. She stated that the Committee will be looking at common core alignment, developing a data dashboard to respond to the benchmarks and indicators under Student Performance including academic

performance using all assessments (growth, high stakes and nationally normed), school climate and culture data and discuss, monitor, and change practice, if necessary, throughout the year. The Committee plans to finalize goals by September 20th and hold four meetings this year.

Principal Wilson stated that she is reviewing the rubric and plans to align with teacher goals. The next meeting is scheduled for October 23, 2015 at 8:00 am.

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

XIV. Communications Committee: Barbara Jarzyniecki

Jarzyniecki reported that several meetings were held with Principal Wilson, Duffy Palmer and Ryann Bouchard (Support for PR from Dixon Schwabl) and discussed targeted student recruitment strategies for FY16. She stated that a meeting with the Foundation Communications Committee is planned to take place in October.

XV. Principal's Report: Toyia Wilson

Enrollment and Student Attendance

Principal Wilson began her report by providing an overview of student enrollment, student attendance the first week of school, and transportation issues. She listed the current enrollment at 288 (7th grade 78 students, 8th grade 73, 9th grade 75 and 10th grade 62). She indicated that 91% of the students attended school on September 3 with 28 no shows. She alluded to the fact that there were some transportation issues that are being resolved with RSCD and that RCSD is starting school after the Labor Day holiday may have reduced attendance. Parents of the students who did not attend school the first week have been contacted.

State Scores

Principal Wilson thoroughly reviewed with the Board the recently released ELA and Math 7th and 8th grade test scores. She distributed a document that provided the Board with the number of students tested, percent of passing in the 4 levels starting with a comparison from the 2012-2013 school year until present.

She identified the struggles with the tests and talked about the students (with parent consent) who chose to opt out of taking the tests. She stated that this is a lack of data in the small population YWCP poses a significant problem in providing representative reporting to the state. Principal Wilson plans to reduce or eliminate the incidence of opt-outs by engaging families with communication regarding the pitfalls of opting out. She stated that it was necessary to revisit the SRI program, review the scores and get a handle on the scores in order to move students ahead academically.

Professional Development

She stated that the Positive Behavioral Intervention and Supports (PBIS) kick-off took place sending a consistent and clear message focusing on behavioral expectations for both students and staff. She visited each classroom to introduce goals, explain the reward system and gave students the opportunity to ask questions.

Future PD will focus on a clear direction for curriculum including the use of exemplary modules to support teachers' work consistent with good instruction.

Credit Recovery/Learning Recovery Plan

Principal Wilson introduced an online (course) credit recovery curriculum (fueleducation) built into the a student's day schedule to help those falling behind and failing courses necessary to get the high school credits needed to graduate. This program covers a wide variety of subjects. She stated that two rooms are dedicated to support this program.

Policy Updates/Rewards Program

Principal Wilson confirmed that staffs are working with parents and students to enforce the new policy for uniforms and cell phones.

She stated staff are working with the 10th grade students offering rewards and college visits to students who demonstrate pride, good attendance and behavior, and show 100% effort in class. She commented on the students who don't qualify and her plan to find ways to help them qualify for these incentives. The concentration is on the 10th grade but all students will participate in the program.

Classroom Walkthroughs

Principal Wilson visited all classrooms the first week of school to observe classroom practice, teaching styles, and management.

She reported that she recently hired a staff developer (Tracy Harris) to assist with embedding classroom management with good instruction, plan recruitment events, parent engagement and outreach and assist the Parent Council.

Parent Reception

Principal Wilson stated that a Parent Reception is planned for Thursday, September 10th at 6:00 pm. She extended an invitation to the Board to attend and participate.

XVI. School Operations: Barbara Hasler

Student Schedules

Hasler stated student schedules were completed and aligned to meet Principal Wilson's goals.

Building/Security

Hasler reported that the school facility was cleaned throughout the summer, repairs were made to the roof and the flood in the basement was immediately taking care of by the landlord.

Principal Toyia complimented Hasler on the hiring of security guards who are retired police officers to help during arrival and dismissal. She stated that this sends a clear message that the school is safe and secure.

Teacher Retirement System (TRS)

She stated that the Teacher Retirement System was effective September 1st. She indicated that reporting is time consuming and very extensive, noting the importance of the varying percent of each teacher's deduction and contribution to the System. She stated that the reports are due monthly.

Johnston asked if entering into the TRS helped with the recruitment of highly qualified and experienced teachers. Principal Wilson confirmed that both the hiring of experienced administrative staff and new teachers were a result of the Board's decision to join the system.

Farash Foundation Grant

Hasler stated that the award of the Farash Foundation Grant provided the school with the opportunity to buy a new server (saved \$6,000 a year) with better accessibility, open a 2nd computer lab, replace teacher computers, provide portable interactive boards for each classroom, and desk top units for the course credit recovery program.

Palmer stated he plans to invite the members of the Farash Foundation Board to visit the school.

XVII. YWCP Foundation Report: Cynthia Woolbright, L. Leslie Smith

YWCP Donor Reception

Leslie-Smith informed the Board of an upcoming event to meet Principal Wilson and thank donors for their support.

Leadership Breakfast (November 18, 2015)

She stated that the planning of the Leadership Breakfast is at its peak. The motto for the event "WHY NOT ME? The honorees this year are Theresa Kusak-Smith, Nixon Peabody, LLP and Garth Fagan. She stated that Mr. Fagan plans to send the information to his entire data base of connections. Video-taping is taking place this month. She reported that most of the tables are sold.

XVIII. Old Business: No Old Business

XIX. New Business: No New Business

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

Palmer asked for a motion to enter into Executive Session to discuss a Personnel Matter and Property Acquisition. Laura Norris advanced the motion and Sean Miller seconded the motion. All were in favor.

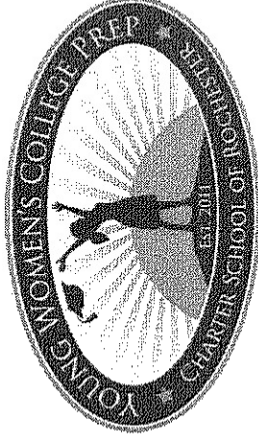
Palmer asked for a motion to adjourn to the regular Board Meeting. Laura Norris advanced the motion, Suzanne Johnston seconded the motion. All were in favor.

XXI. Adjournment: Next Meeting: Thursday, October 1, 2015 pm

Palmer asked for a motion to adjourn. Miller motioned to adjourn the meeting, Vossler seconded the motion. All were in favor. The business portion of the meeting ended at 9:45 am. Next Meeting: **Thursday, October 1, 2015 at 6:30 pm** Regular Board Meeting

YWCP Board of Trustees Annual Meeting

Date: Friday, October 1, 2015
Time: 6:30 pm
Location: Young Women's College Prep



MINUTES

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

Excused Absence: *Sean Miller, Brooke Stafford Brizard*
School Administration Present: *Tojia Wilson*
Foundation Board: *Cynthia Woolbright, LaShunda Leslie-Smith*

I. Call to Order

Palmer called the meeting to order at 6:30 pm.

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board.

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

V. Approval of the Regular Board Meeting of September 4, 2015 Regular Meeting Minutes: *Palmer*

Palmer asked for a motion to accept the Minutes from September 4, 2015. Laura Norris suggested several modifications which were noted and the document revised.

Suzanne Johnston motioned to accept and approve the September 4, 2015 Regular Meeting minutes with stated modifications. Jenny Vossler seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer*

Vote on Board Member Removal and Resignation Colon, Mary Beth Certificate for Service

Resolution #2 15-16

Regular Board Meeting: October 1, 2015

YWCP Board By-Laws, Section 6. Removal and Resignation of Trustees

Whereas, Natasha Williams, was elected to the Young Women's College Prep (YWCP) Charter School's Board of Trustees on 12/7/12 for a 3 year term; and

Whereas, Natasha Williams, an esteemed member of the Board, notified the Board Chair that she was relocating during the summer 2015; and

Whereas, Ms. Williams has been absent from Regular and Special Board Meetings since June 2015 (June 12, 2105, July 31, 2015, September 4, 2015, October 1, 2015); and

Whereas, in accordance with the YWCP Board of Trustees By-Laws, Section 6. Removal and Resignation of Trustees, the Board Chair can remove any Trustee for the failure of attending three (3) consecutive meetings without being excused from attendance; and therefore be it

Resolved, that the YWCP Board of Trustees hereby accepts the Chair's recommendation for removal of Natasha Williams as a YWCP Board of Trustee effective October 1, 2015; and be it

Further Resolved, the Board Secretary is hereby directed to give notice of the removal to the New York State's Education Department's representative.

1) Charter Renewal Application

Palmer noted the importance of the Charter Renewal Application due August 2016. He asked Jarzyniecki to address. Jarzyniecki stated that she read through the entire document titled *Guidelines for Submitting an Application for Charter Renewal for New York State Charter Schools authorized by the Board of Regents*. She stated that it was a comprehensive process and she suggested that an Ad Hoc Committee be established to begin to review what is required from the school administration and the Board. She stressed the importance of starting to prepare the response after the holidays. She stated that this was the opportunity, if applicable, to review and change the Board's By-Laws referring to the school's education program, key design elements and/or Board operations.

Vossler stated that she will work with Barbara Hasler, Director of Operations to complete the 5 Year Projected Budget for the Renewal Charter Period.

Palmer stated he will schedule a meeting to go through the guidelines and assign roles and responsibilities. Updates regarding progress will be scheduled monthly on the Board's agenda.

VII. Strategic Planning Committee: *Kirsten Barclay-Manske* No Report

VIII. Real Estate: *Flor Colon*

Colon reported on the visit to the vacant Raines Park school building. She stated that this location is within walking distance of YWCP could be utilized for a gym, afterschool programs and eventually much needed classrooms. Palmer stated discussions continue with owners to finalize arrangements.

Principal Wilson agreed with the move to secure this location for the school's sports program and afterschool activities. She stated that it is necessary to review scheduling in regards to travel time and transportation.

IX. Finance Committee Report: Jenny Vossler

Vossler distributed a copy of the draft Financial Statements as of June 30, 2015 including the Independent Auditor's Report prior to the meeting. Prior to a brief review with the Board, she stated that she is asking the Board to accept the Draft Audit and approve its submission to the Finance Committee for final approval. Vossler stated that the Finance Committee is meeting on October 12, 2015 to review and approve the Financial Statements FY15 and Auditor's report.

Vossler went through the report highlighting various areas: the cash position, increase and decrease in expenses, surplus, and the administrative cost which is less than 10% of the total budget. She stated that there are still questions that she has for the auditors but noted that the costs are in line with other charter schools.

Palmer asked for a motion to accept Resolution #3, submission of the Draft FY15 Financial Statements and Audit Report.

Resolution #3 15-16

Resolved, that the YWCP Board of Trustees reviewed the Draft of Financial Statements as of June 30, 2015, together with the Independent Auditor's Report; and therefore be it

Further resolved that the Board of Trustees authorizes the Finance Committee to finalize and submit the final Audit to the NYS Education Department by November 1, 2015, in accordance with Government Auditing Standards, issued by the Comptroller General of the United States.

Vossler advanced the motion, Jarzyniecki seconded the motion. All were in favor. Resolution #3 15-16 was adopted unanimously.

X. Audit Committee Report: Sean Miller No Report

XI. Governance Committee Report: Erika Duthiers No Report

XII. Performance Evaluation: Kristen Barclay-Manske No Report

XIII. Health and Wellness Committee Report: Mary Beth Robinson

Robinson began her report by stating that nutrition is an integral part of caring for the whole child and learning and memory depends on proper nutrition throughout the day. Robinson introduced suggestions for a new YWCP Lunch Program. She proceeded to describe the current RCSD program and displayed examples of what the students receive on a daily basis as part of their prepackaged breakfast, lunch and snacks. Board members agreed that the food is unappealing, tasteless, and inedible and there is a large volume of waste. Robinson stated that

the young ladies are hungry, distracted and not focused on learning. She described the RCSD program and stated that this program requires little effort on the part of the school but is unacceptable and not a healthy option.

Robinson stated that she, along with other Committee members visited 8 schools, participated in the lunch program and talked to several food service providers. As a result, she strongly expressed the need to change the program and advanced Julia K. Caterers as an alternative to the RCSD program. Robinson stated that this program offers real food with fresh and varying seasonal menus, less waste of paper supplies and food, a healthy snack program, process for reimbursement and help with setting up the kitchen providing some equipment. Robinson provided an overview of the responsibility on part of the school. She stated that staff (Cafeteria Manager) would need to be hired for bookkeeping, recording and set-up. Robinson stated that the Program could be implemented as earlier as January 2016.

Vossler asked for a Proposal from the vendor listing the following: requirement for reimbursement and process, cost to hire staff, and need for additional equipment to run the program. Vossler expressed the importance of contracting out services that are not integral to the school's instructional program.

Duthiers asked whether the Caterer is aware of the State's compliance obligations as it relates to charter school's food service. Robinson stated that the Caterer runs the program in other charter schools.

Principal Wilson stated that she is very interested in moving forward with a change in the breakfast and lunch program.

Robinson stated that the next steps involves a meeting with Principal Wilson and Julia K Caterers, and the request for a Proposal for the Board's review.

XIV. Communications Committee: *Barbara Jarzyniecki*

Jarzyniecki stated that several meetings have taken place regarding the need to advance a comprehensive Student Recruitment Plan for the 2015-2016 school year. Several new strategies have been suggested and the Committee is developing a plan for the school to implement. She complemented the work of the Foundation Office and stated this Committee will meet with the Foundation's Communications Committee on October 19, 2015. She stated that both Committees will work together on several tasks.

XV. Principal's Report: *Toiyia Wilson*

Principal Wilson distributed her report.

Enrollment/Attendance

She reported on the current enrollment as of September 30, 2015, 277 students. She stated that registration continues to occur and all no shows (as previously reported) have reported to school. She stated that attendance remains at 91% and staff are addressing this issue. She stated that the bussing issues are settled.

Nationally Norm Testing

Principal Wilson stated that students in grades 8-10 are scheduled to take the PSAT on October 14th. She stated that results help gauge a student's strengths and weaknesses and identify the areas that need to be addressed to increase student performance.

Principal Wilson announced that the Scholastic Reading Inventory (SRI) and Scholastic Math Inventory (SMI) assessments were completed on September 30 and the baseline data will be shared at the November Board Meeting.

College Visits

Working with the Director of College Counseling, Principal Wilson announced that the first College visits are taking place the end of the month (10th grade – Alfred University, 9th Grade – St. John Fisher, 8th Grade – RIT, 7th Grade – MCC). She stated that the students are not only visiting the campus but attending classes and lectures (e.g. Students visiting RIT will work in the science lab).

EnCompass: New Partnership

Principal Wilson announced a new partnership with EnCompass, an extended learning program combining targeted tutoring and inquiry-based learning opportunities. She stated EnCompass agreed to offer in-school and afterschool academic supports for student and partner with the staff and administration to support their work in helping struggling students.

School Activities

Principal Wilson stated that Spirit Week will kick-off and there are new offerings for sports and clubs. She expressed her appreciation to the Foundation for the generous contribution to fund the sports program and uniforms. She is partnering with UPREP, the young men's charter school to coordinate transportation for students. She stated that a Step-Team has started. Dance and drama are among the new opportunities for students to join based on interests.

Robinson-Vay stated that more students are participating in the Yoga classes and two interns from Nazareth College are working with the young ladies on Fridays.

Principal Wilson informed the Board that students have taken the lead in planning Spirit Week, suggesting various topics to celebrate each day (e.g. Breast Cancer Awareness, Professional Career Day, Dress-Up Days, etc.). She stated that the students are also voting on the name of a new school mascot.

Professional Development

Principal Wilson stated that walkthroughs are part of the PD program and subject specific specialists are in place to support teachers. She announced that a schoolwide annotating process for critical reading is implemented. She stated that at the next PD session she plans to revisit learning targets, tickets out the door (assignments of what the teacher is working on) embedded in instruction from professional research. By the end of October, concentration on writing - TEAL (Thesis, Evidence, Analysis and Link) becomes a schoolwide focus.

Parent Reception

Principal Wilson stated that the Parent Reception was well-attended and a success. She stated that the school and the Foundation Office worked together to coordinate the event which is evidence of a true partnership.

XVI. School Operations: Barbara Hasler No Report

XVII. YWCP Foundation Report: Cynthia Woolbright, L. Leslie Smith

Leslie-Smith announced several events that are taken place sponsored by the Foundation Board. The upcoming events: October 22, 2015 (YWCP Leadership Circle Event - Recognition Event for Principal Wilson), October 29, 2015 (Canandaigua National Bank & Trust hosting the 100 Women to the 10th Power Reception), November 17, 2015 (Reception with the Leadership Breakfast Honorees) and November 18, 2015 (Leadership Breakfast).

Woolbright encouraged Board Members to attend the events.

Leadership Breakfast

She stated that 52 tables are sold for the Leadership Breakfast. Sponsorships are coming in to support the school with money and resources. Garth Fagan offered a scholarship for an YWCP student to attend his dance company and Ruby Lockhart is offering dance lessons.

College Counseling

Leslie-Smith stated that Bradley Rosenbaum, Director of College Counseling has settled into the YWCP Program. He is rolling out an advisory curriculum in addition to the respect initiative, instituting a 'trustwalk' an avenue where the young ladies would work to eliminate barriers and focus on their futures.

XVIII. Old Business: No Old Business

Regular Board Meeting: October 1, 2015

XIX. New Business: No New Business

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

XXI. Adjournment: Next Meeting: Friday, November 6, 2015 at 8:00 am

Palmer asked for a motion to adjourn. Johnston motioned to adjourn the meeting, Duthiers seconded the motion. All were in favor. The business portion of the meeting ended at 7:50 pm.
Next Meeting: **Thursday, November 6, 2015 at 8:00 am** Regular Board Meeting

Minutes approved on December 4, 2015

Respectfully Submitted: Barbara Jarzyniecki

YWCP Board of Trustees Annual Meeting

Date: Friday, November 6, 2015
Time: 8:00 am
Location: Young Women's College Prep



Minutes

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

Excused Absence: *Erika Duthiers, Suzanne Johnston, Brooke Stafford Brizard*
School Administration Present: *Tayia Wilson, Barbara Hasler*
Foundation Board: *Cynthia Woolbright, LaShunda Leslie-Smith*

I. Call to Order

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

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board from the Community. The Board of Trustees received notice from the Office of the Comptroller regarding an upcoming Audit.

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

V. Approval of the Regular Board Meeting of October 1, 2015 Regular Meeting Minutes:
Palmer

Palmer asked for a motion to accept the Minutes from October 1, 2015. Flor Colon motioned to accept and approve the October 1, 2015 Regular Meeting minutes. Sean Miller seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer*

1) *Requesting For A Waiver from the NYSED*

On behalf of the Board, Kirsten Barclay-Manske researched the steps for requesting a waiver from the State in order to continue to employ Barbara Hasler, Director of Operations. Ms. Hasler currently holds this position and is a retired member of the Teacher Retirement System (TRS). YWCP recently became a member of the TRS in September 2015. Barclay-Manske stated that approval of this resolution is necessary and considered the first step in the application process for requesting a waiver during a period of transition.

Regular Board Meeting: November 6, 2015

Palmer asked for a motion to accept resolution #4 2015-2016. Mary Beth Robinson-Vay advanced the motion and Sean Miller seconded the motion. All were in favor. Resolution #4 2015-2016 was adopted unanimously.

Resolution #4 2015-16

By Member of the Board Mary Beth Robinson-Vay

Whereas, Barbara Hasler, a NYS certified school administrator retired in October 2009; and she was hired as the Director of Operations (job description follows this resolution) in May 2012 for the Young Women's College Prep Charter School of Rochester ("YWCP"), an independent 501(c)(3);

Whereas, YWCP functions wholly independently from support from a charter management organization, nor receives any business-related support from any outside entity, and relies wholly on the Director of Operations to run, without support staff, the grants and finance, human resources, SED data reporting, report card software development, facilities (including real estate), food service, and all other business-related functions attendant to a school district (job description attached to the minutes);

Whereas, her unique skill sets support the balancing of the instructional needs with the business functions;

Whereas, on September 1, 2015, YWCP entered into the New York State Teachers Retirement System, from which the Director of Operations retired;

Whereas, due to her age, YWCP has learned it is required to submit an application for a waiver pursuant to Section 211 of the Retirement and Social Security Law;

Now therefore be it Resolved,

The Board of Trustees will immediately begin the application process for a waiver of a retiree in accordance with the applicable state requirements; and

The Board of Trustees hereby approves the continued appointment of Barbara Hasler as the Director of Operations of YWCP pending the approval of an application for a waiver from NYSED; and

The Board of Trustees is fully committed to identifying and supporting the extensive training of a new, non-retired Director of Operations within a reasonable period of time, but not to exceed a year.

Seconded by Member of the Board Sean Miller

Adopted Unanimously.

Position/Title: Director of Operations

Reports To: Board of Trustees

Date: October, 2015

Functional Description of Unit: Young Women's College Prep Charter School of Rochester is a charter school designed to serve 7th through 12th grade girls in the city of Rochester, NY. The director of operations is a critical member of the leadership team who oversees the business functions associated with both public education and not-for-profit organizations to ensure that school operations are exemplary. The director of operations reports to and is evaluated by the Board of Trustees, specifically the chairperson and treasurer.

Essential Functions:

- Creating a detailed checklist and ordering list to ensure that the school starts each year prepared.
- Developing, implementing and managing operational systems for purchasing, human resources, payroll, benefits, insurance policies, retirement programs, unemployment, workers compensation, bookkeeping, that comply with Board of Trustees policies and all applicable laws.
- Ensuring all revenue sources flow in a timely and correct manner, and tracking all revenue to expenditures in order to comply with private grant commitments and state and federal public fund use requirements.
- Managing the annual Board-approved budget to ensure fiscal health and responsibility, participate in Board finance and audit committee and other meetings, and developing budget proposals for future fiscal years for the principal's and Board's consideration.
- Managing all fiscal and programmatic audits, and ensuring that all federal and state IRS/taxation/comptroller, SED, Board of Regents and NCLB mandates are met.
- Securing and maximizing all E-Rate funding, and monitoring e-rate trends and requirements.
- Managing and overseeing the facilities, including terms and conditions of lease agreements, and insuring that YWCP complies with all local and state occupancy requirements pertaining to charter schools.
- Managing any custodial and security personnel and/or contracts to ensure the school is clean and safe for staff and students.
- Managing the main office to ensure that staff have access to materials and supplies, and that office machine functions are seamless and available.
- Hiring and managing all consultants, contractors, vendors, including ensuring RFP processes are developed and utilized where required, scopes of work are measurable, performance is tracked, and negotiated terms and conditions are followed.
- Overseeing the purchase and tracking of technology hardware to ensure that all staff have access to computers and related software, and that the school has the necessary tools for a fully functioning technology infrastructure.

- Supervision of the full-time IT employee.
- Managing food service to ensure that the school complies with federal school breakfast, lunch, snack and milk program requirements, as well as with Board of Trustees policies pertaining to health, wellness and nutrition.
- Managing transportation services to ensure students are transported for regular and extended school year and Saturday school; ensuring IDEA and Section 504 transportation and equal access requirements are met by contracting for services as needed.
- Representing the school at various state and local events and meetings, including charter school, college, business and community functions/projects as directed by the principal.
- Monitoring changes in charter school laws and state financing trends to make informed predictions about future health of the school.
- Write, manage and report on all state and federal finance and grants, and continually track and identify additional public funding sources and opportunities for partnerships.
- Organizing the student enrollment lottery.
- Establishing annual school calendars for consideration and adoption by the Board of Trustees.
- Planning the operations for the Summer Bridge program.
- Develop and propose for consideration and adoption by the Board of Trustees, all school-related policies required by law, and monitor changes in the law to amend school-related policies as needed.
- Managing the school's participation in NYSTRS and completing monthly reports in an accurate and timely manner.
- Serving as the school's Data Administrator for all NYS and federal reporting requirements.
- Assist main office and counseling staff with the proper and accurate maintenance of information in the SMS-PowerSchool.
- Participating in the meetings of and taking minutes for the Finance and Audit Committees.

2) *Audit Notification: Office of the State Comptroller*

Miller explained the intent of the Audit initiated from the Division of Local Government and School Accountability of the Office of the State Comptroller. He stated that he reviewed the expectations and felt that this audit is a standard operations audit (covering the period July 1, 2014 to end of the fieldwork) and the scope is determined following a meeting held with Chair of the Audit Committee (Sean Miller), Director of Operations (Hasler) and Board Chair (Palmer). The field work begins on November 19, 2015.

He stated that he will keep the Board informed throughout the process and estimates it will take two months to complete with the State representatives on site for at least a week.

Vossler stated the representatives plan to meet with her in a separate meeting.

VII. Strategic Planning Committee: *Kirsten Barclay-Manske*

Strategic Planning – Board Committee Work

Barclay-Manske summarized the past discussions and work (from the Board Retreat held on July 31, 2015) as the Board began the development of the strategic plan. She highlighted the key challenges facing YWCP as identified in the NYSED Site Visit Report. She strongly expressed the importance that each Board member must have the working knowledge of the present charter and its content, especially the benchmarks and indicators.

She stated the need to check for alignment of goals and objectives to both the charter's vision and key design elements and to the NYSED indicators. She stated that each Board Committee should use the charter, the cross-walk and the Charter School Performance Framework to identify goals, objectives and measures. She referred to the Charter School Performance Framework as the center of the work ahead.

Barclay-Manske went through the cross-walk document highlighting several areas and pointing out several gaps. She stated that one of the areas the Board must address is the *Enrollment, Recruitment Retention Benchmark* to ensure the school is meeting targets enrolling students with disabilities and ELLs (English Language Learners). She stated the Board should identify a point person to support the recruitment process to meet targets set in the charter and according to NYSED regulations. The Board agreed that there is a need to establish an Enrollment/Admissions Committee to address this issue.

Hasler stated that the challenge is that the school is not permitted to ask a family/student if they meet this distinction. Barclay-Manske stated there is a need to document all good faith efforts to enroll students who meet the criteria and have the evidence for the State during renewal process.

Norris stated that it may be necessary to target the areas and schools who have a high concentration of students with disabilities and ELLs.

Barclay-Manske stated that another gap area to address is *Culture, Climate and Family Engagement*. It is necessary to assign responsibility and review indicators under the benchmark for safe and welcoming environment and communications.

Palmer asked what the next steps are for the Board. Barclay-Manske stated that each committee should establish performance goals and strategic, measurable objectives using the framework. She would like to have the work completed by January 1st.

Barclay-Manske presented a process for completing the work and provided examples included in the documents distributed for Part 2 of the Strategic Planning Process. She asked that you refer to that document when completing assignments.

She stated that the Strategic Plan will be shared with the broader community: teachers, parents, students, school community, etc.

Board Assessment

Barclay-Manske referred to the Board Assessment Tool and stated that a process needs to be identified for the Board to go through the exercise to complete the assessment. It was suggested that the Board receive a copy of the approved assessment tool for review and add as an agenda item to the December Board Meeting. Palmer will work with Erika Duthiers, Chair of Governance Committee to develop a timeline and present at the December Board Meeting.

Board Committee Charters

Barclay-Manske distributed the Roberts Rules of Order highlighting the creation and amending of Committee Charters. She asked for each Committee Chair to review charters and make necessary changes aligned with goals. She referred to Governance for any additional questions to be addressed.

Charter Renewal

Baarclay-Manske reiterated what was stated at the last Board meeting regarding the importance of starting the gathering of documentation requested by NYSED to accompany the renewal process.

Palmer asked for volunteers. Norris, Jarzyniecki, Barclay-Manske agreed to support. Palmer stated that he would set up a time to meet before the end of the year.

School Remarks

Principal Wilson stated that throughout the professional development sessions, she highlights the State report and the importance of understanding staff roles in meeting targets set under each benchmark and indicators. Principal Wilson performance goals are aligned with the Framework and presented to staff.

Hasler stated that under Principal Wilson's leadership, she has already addressed many of the areas referred to and staff now understand the urgency of the work ahead.

VIII. Real Estate: Flor Colon

Colon requested an Executive Session before adjournment to discuss property acquisition.

IX. Finance Committee Report: Jenny Vossler

Vossler stated the Finance Committee met to approve the Audit and financial statements. Prior to the meeting she distributed the first quarter Balance Sheet, Budget vs. Actual, Profit and Loss Summary and the YWCP FY16Projection.

Vossler referred to the Independent Audit submitted to the NYS Education Department on November 1, 2015, in accordance with Government Auditing Standards. She stated the audit went fine and there were no reported control issues.

Vossler stated that the Committee updated the FY16 projection and stressed that the biggest challenge is student enrollment which the school's revenue is based on in order to operate. She acknowledged that the receipt of the Farash Grant helped to offset expenses in several line items but it was agreed to remove 15 students from the previous projected budget.

Hasler stated that she had discussions with the Charter School Institute and there is a pool of money to be distributed in April to charter schools providing additional per pupil dollars. She indicated that it was important to look into other funding opportunities.

X. Audit Committee Report: *Sean Miller*

Report given under the Executive Committee Report.

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

XII. Performance Evaluation: *Kristen Barclay-Manske*

Barclay-Manske reported that the Committee met on Friday, October 23rd. The Committee reviewed, discussed and approved Principal Wilson's proposed annual performance goals and the adoption of the Marzano framework for teacher and administrator evaluations. She affirmed that the Committee felt that the Principal's goals were ambitious but addressed the important elements of the instructional program and the SED site report.

She stated that the majority of the discussion was centered on the current practice of requiring students to pass both the Regents course and the Regents exam in order to receive course credit. Principal Wilson asked that the Board consider rescinding this practice and allow students to receive course credit and exam credit separately. The Committee agreed.

Barclay-Manske brought up the discussion of Latin requirements as listed in the original charter. All agreed that it was difficult to find certified Latin teachers and adjustments need to be made in the future. Principal Wilson stated the students who have taken the course will complete the course on-line. It was stated that Brooke Stafford-Brizard already researched this item and the charter does not need to be amended.

Barclay-Manske asked the Chair to call for a vote on the following:

In regards to the current practice of requiring students to pass both the Regents course and the Regents exam in order to receive course credit, the Board agrees and supports rescinding this practice and gives Principal Wilson the authority to make decisions regarding graduation requirements in accordance with NY State criteria and Board By-Laws.

Palmer asked for a motion. Colon advanced the motion and Norris seconded the motion. All were in favor. The motion carried unanimously. The Board requested that Principal Wilson provide on-going data reports regarding student pathways to graduation.

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

Robinson-Vay stated that a meeting is scheduled with Principal Wilson, Hasler, Julia K. Caterers and Woolbright to further discuss the proposal to change the breakfast and lunch program, secure grants for school food service equipment and staff resources.

Hasler express the importance of issuing a Request for Proposal when services to the school are over \$20,000 to be in compliance with State regulations.

XIV. Communications Committee: *Barbara Jarzyniecki*

Jarzyniecki distributed a Student Recruitment Plan to the Board prior to the meeting and presented the Plan to Principal Wilson. She stated that the Plan was developed after several meetings held with Toyia Wilson, Tracy Harris, LaShunda Leslie Smith, Ryann Bouchard, Duffy Palmer and the Foundation's Communication Committee. She stated that execution of a comprehensive marketing plan can seem overwhelming but necessary to compete with other schools in recruiting young ladies. The Plan provides in detail several strategies.

Principal Wilson accepted the Plan and has started implementing several actions to get a head start on recruitment. She stated that she has acquired the list of all 6th grade students throughout the city and have planned to participate in community events.

Jarzyniecki stated that she is sending the Plan to the Foundations Communications Committee for review and continued support. LaShunda Leslie-Smith stated that she has already met with Tracy Harris and revisions to the marketing materials are underway.

XV. Principal's Report: *Toyia Wilson*

Principal Wilson issued her report providing updates in the following areas:

Attendance

Principal Wilson stated that attendance is slightly up – 91.4%. She stated staff continues to work with families and a break-down by class will be developed.

SRI and SMI Results

Principal Wilson proposed a 15 minute presentation at the next meeting presenting data in the areas of testing: Preliminary Scholastic Aptitude Test (PSAT), Scholastic Reading Inventory (SRI) and Scholastic Math Inventory (SMI). She stated that the students sat for the PSAT on October 19th and all felt that this is a huge advantage and a valid way to identify the students' weakness and strengths in reading, writing and language, and math. The assessments serve as a guide to instruction and benchmarking.

Enrollment/Grade Classifications

Principal Wilson stated that enrollment has fluctuated over the last few months. As of November 5, 2015, there are 260 students enrolled. She stated that retentions are now updated in the system and there are different figures reported for the 9th and 10th grade. She stressed the importance of the credit recovery program for students whose grade classifications have changed and are not on track to graduate. She reported that the students are using the academic center and making progress.

School-wide Focus Feedback

Principal Wilson presented a chart highlighting the September – October 2015 classroom observations. She stated that she felt it is important to revisit the learning target work. She stated the number of classrooms visited was lower because formal observations have started and take longer.

Professional Development Support

She stated that the writing 'TEAL' program was rolled out school-wide and continues to be a student favorite. A common writing rubric to keep track of progress is being developed.

PRIDE Initiative

Principal Wilson stated that the school plans to use SWIS (School-Wide Information System), a web-based information system to collect, summarize and use student behavior data for decision-making. She was happy to announce that through the PBIS program, students are earning PRIDE bucks for being prepared, respectful, dedicated, show integrity and working toward excellence. She stated that by using this system a school culture is completely transformed according to proven research. In order to implement, 80% of staff had to buy-in (and they did) and SWIS training begins in November.

Current School-wide Highlights

Principal Wilson reported that the first of the College Trips have started. The 10th grade students are visiting Alfred University, 9th Grade students travelling to St. John Fisher, 8th Grade to visit RIT and 7th grade students will visit MCC.

Notable Highlights

- The Encompass Resource for Learning Partnership to support the extended day program begins with recruitment on November 18th.
- Partnership with UPREP, students participating in a Holiday Dance and Food Drive
- School Mascot identified as the Lady Griffins
- Teacher Morale Boost – starts with holiday celebrations over 8 days
- Business Council established
- School-based Planning Team in place and functioning

Extracurricular Clubs

Principal Wilson stated that several new extracurricular clubs are in place and have started to meet. She mentioned a few: Cooking Club, Choir Club, Drama Club, and Instrumental Club.

XVI. School Operations: *Barbara Hasler (Report given throughout)*

XVII. YWCP Foundation Report: *Cynthia Woolbright, L. Leslie Smith*

Leslie-Smith reported on several events planned by the Foundation Office. She stated that the Foundation Office is sponsoring events focusing on career awareness providing external role models to help students identify their own interests and abilities by exploring various career options. She stated that professional women are needed to participate in Women's Brag Day, similar to "Cool Women, Hot

Jobs.” She stated that Brag Day will take place on April 22, 2016 during the school day. “Cool Women, Hot Jobs” is scheduled for February 4, 2016.

Leslie-Smith stated that 100Women10 event was held on October 29th at the Canandaigua National Bank with a total of 31 attendees raising \$6,925.

She also stated that preparation for the 2nd Girl’s Leadership Conference is underway.

Leadership Breakfast

She reported that 57 tables are booked for the breakfast. She thanked Flor Colon for her support in securing \$20,000 gift from the Xerox Foundation. She stated that the Foundation Office is reaching out to key people (corporate sponsors, prospects, key donors) to attend and asked table hosts to let the Office know if seats are available.

Grants

Several grants have been submitted and are pending covering the programs within the five Foundation priorities.

XVIII. Old Business: No Old Business

XIX. New Business: No New Business

XX. Adjourn to Executive Session: Property Acquisition, Personnel Matter

Palmer asked for a motion to enter into an Executive Session to discuss a Personnel Matter and Property Acquisition. Robinson-Vay advanced a motion and Norris seconded the motion. All were in favor.

Following discussions with no actions taken in Executive Session, Jarzyniecki advanced a motion to return to Regular Meeting and Colon seconded the motion. All were in favor.

XXI. Adjournment: Next Meeting: Friday, December 4, 2015 at 8:00 am

Palmer asked for a motion to adjourn. Miller motioned to adjourn the meeting, Robinson-Vay seconded the motion. All were in favor. The business portion of the meeting ended at 10:05 am. Next Meeting: **Friday, December 4, 2015 at 8:00 am Regular Board Meeting**

Minutes approved on January 8,, 2016

Respectfully Submitted: Barbara Jarzyniecki



YWCP Board of Trustees Annual Meeting

Date: Friday, December 4, 2015

Time: 8:00 am

Location: Young Women's College Prep

Minutes

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

Excused Absence: *Suzanne Johnston, Brooke Stafford Brizard*
School Administration Present: *Toyia Wilson, Barbara Hasler*
Foundation Board: *Cynthia Woolbright, LaShunda Leslie-Smith*

I. Call to Order

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

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board.

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

V. Approval of the Regular Board Meeting of November 6, 2015 Regular Meeting Minutes: *Palmer*
Flor Colon motioned to accept and approve the November 6, 2015 Regular Meeting minutes. Sean Miller seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: Duffy Palmer

1) *Renewal of Board Terms*

Palmer stated that the Board terms (1st term) for Sean Miller and Mary Beth Robinson-Vay expire December 2015. He reached out to both members and Robinson-Vay is interested in a second 3 year term and Sean Miller, due family and work commitments decided not to seek a second term.

Palmer complimented Miller's commitment as the chair of the Audit Committee and Board participation over the last 3 years. Members of the Board extended their appreciation of Miller's service. Miller stated that he will continue to support the Finance Committee and be available if needed in any other financial area.

Palmer called for a motion to nominate Mary-Beth Robinson for a second three year term. Colon advanced the motion and Laura Norris seconded the motion. All were in favor. The motion carried unanimously. Palmer welcomed Robinson-Vay to the Board to fulfill a second term effective December 2015-December 2018.

Regular Board Meeting: December 4, 2015

Palmer also mentioned that last June, he submitted Pam Kissel's name to the Executive Committee and the Board for consideration of Board membership. Palmer stated that Kissel is interested in joining the Board in January and called for a motion to nominate Pam Kissel to serve a three year term effective immediately following the filing of the proper application and State approval.

Robinson-Vay advanced a motion and Colon seconded the motion. All were in favor. The motion carried unanimously.

2) *Insurance on Medical Coverage*

Palmer referred to Erika Duthiers and Barbara Hasler, Director of Operations. Hasler explained the issue and stated that there is no Policy in place that covers benefits in the case of a medical leave request. Hasler stated that this issue is being brought to the Board's attention because there is an employee who requires a medical leave of absence. Most of the Board agreed that there should be a Policy in place for future situations. Several Board members referred to the Family Medical Leave Act in place in several organizations.

Board members agreed that in absence of a Policy, if the employee in question qualifies for short-term disability, the employee would be granted 12 weeks of medical leave coverage and the said employee must continue to pay for their share of medical coverage.

Palmer called for a motion to move forward with granting this employee the medical leave under the terms discussed above and, in addition, take the necessary steps to research, review and develop long-term Policy. Erika Duthiers advanced a motion and Laura Norris seconded the motion. All were in favor. Duthiers stated that she plans to work with Flor Colon and Barbara Hasler to develop the Policy.

Vossler proposed that the Board review employee benefits for the next fiscal year.

3) *Charter Renewal Checklist*

Palmer stated that the Charter Renewal Committee (Jarzyniecki, Norris, Palmer) met on Thursday, December 3. The Committee went through the Charter Renewal Guidelines and developed a checklist. Jarzyniecki reviewed the checklist with Board members and Principal Wilson. Principal Wilson asked to be responsible for the Key Design Elements with Brooke Stafford-Brizard and the Student, Enrollment, Targets and Benchmarks category. All expressed the need for an Admissions Policy and Duthiers stated that she would take on that responsibility.

Palmer and Norris explained the process in detail, Board members requested copies of the Charter Renewal Guidelines and Principal Wilson's goals. Palmer asked the Board to review their area of responsibility and if there are questions or changes, contact Kirsten Barclay-Manske. Norris stated that there is a March 1st deadline for drafts to be submitted to her. Jarzyniecki stated that she would work with the school administration on the collection of exhibits for the renewal.

VII. Strategic Planning Committee: *Kirsten Barclay-Manske* No Report

VIII. Real Estate: *Flor Colon*

- 1) *Resolution #5 2015-2016, Authorization extended to the Executive Committee to engage in discussions and negotiate contracts on the Board's behalf for alternative space and/or permanent school facility.*

Colon explained the necessity for the Board to give authorization to the Board's Executive Committee to engage in discussions and negotiate contracts with external parties on the Board's behalf as the Board moves forward to locate alternative space and/or a permanent school site. Colon stated that any decisions are brought to the full Board for approval and if there are discussions regarding a change of site inside or outside the City, the State must receive notification by December 15, 2015. Colon proposed the resolution (follows) and Palmer called for a motion.

Resolution #5 2015-2016 - December 4, 2015

By Member of the Board Flor Colon

WHEREAS, Young Women's College Prep Charter School ("**YWCP**") is a party to that certain Lease Agreement dated as of July 1, 2013, as amended (the "**Existing Lease**"), between YWCP, as tenant, and The Cathedral Community (the "**Existing Landlord**"), as landlord, for certain school space within the building located at 311 Flower City Park in the City of Rochester (the "**City**"), New York;

WHEREAS, the term of the Existing Lease is set to expire on June 30, 2017 (the "**Existing Lease Expiration Date**");

WHEREAS, the Board of Directors of YWCP (the "**Board**") desires to explore and examine alternative or additional school space in the best interests of YWCP, whether within or outside of the City; and

WHEREAS, the Board has determined that it is in YWCP's best interests to allow members of the Executive Committee of the Board (the "**Executive Committee**") to (i) discuss and negotiate with the Existing Landlord and/or any third party for viable options regarding the potential lease of school space for YWCP, whether within or outside of the City; and (ii) communicate with the New York State Education Department (the "**Education Department**") regarding the potential relocation of YWCP's school space to a location outside of the City if such option is deemed to be in the best interests of YWCP.

NOW, THEREFORE, it is hereby

RESOLVED, that each member of the Executive Committee is hereby authorized and empowered, in the name of YWCP, to discuss and negotiate with the Existing Landlord and/or any third party for viable options regarding the potential lease of YWCP school space, whether within or outside of the City of Rochester, as such member may determine to be necessary, appropriate, or desirable on behalf of YWCP; and further

RESOLVED, that each member of the Executive Committee is hereby authorized and empowered, in the name of YWCP, to communicate with the Education Department regarding the potential relocation of YWCP's school space to a location outside of the City, including delivering any written notification or other instrument required by the Education Department, as such member may determine to be necessary, appropriate, or desirable on behalf of YWCP; and further

RESOLVED, that these resolutions shall be continuing resolutions and shall remain in full force and effect until such time, if any, that they may be rescinded or modified by further action of the Board.

Seconded by Member of the Board Laura Norris.

Adopted Unanimously (Yeas: Palmer, Colon, Duthiers, Jarzyniecki, Miller, Norris, Robinson-Vay, and Vossler)

IN WITNESS WHEREOF, I, the undersigned Secretary of YWCP, do hereby certify that the foregoing is a true and correct copy of the resolutions duly adopted by the Board at a meeting thereof duly called and held on December 4, 2015 at which a quorum was present and acting throughout; and I further certify that said resolutions have not been in any way rescinded, annulled, or revoked and are still in full force and effect. I have signed this instrument and direct that it be filed with the minutes of the proceedings of the Board.

Witness my hand and seal this 4th day of December 2015. Barbara Jarzyniecki, Board Secretary

Palmer stated that he would send the Resolution to the appropriate SED Representative prior to the December 15th deadline. (Mailed by registered mail on December 11, 2015)

IX. Finance Committee Report: Jenny Vossler

Vossler expressed her concern regarding the student enrollment numbers. She stated that dollars have been offset to cover expenses and the Committee is returning to review the forecast for the year. She said that trying to keep the budget surplus may be a challenge next year due to the need for more staff at certain grade levels.

Principal Wilson reported that the early recruitment for students began in November and that several new students registered last month. She distributed an update to the Student Recruitment Plan prior to the meeting.

Vossler referred to the workload in the Operations office citing the facility discussion, financial and accounting reports to the State, data reporting and the need to benchmark staff benefits. She stated that there is a position in the approved budget to provide support to Barbara Hasler, Director of Operations. She stated that an offer is being made to an individual to fill the role as the Assistant Director of Operations.

X. Audit Committee Report: *Sean Miller*

Miller provided an update on the Audit initiated from the Division of Local Government and School Accountability of the Office of the State Comptroller. He stated that the audit is more focused on process, procedures and controls, compliance related issues rather than financial matters. He mentioned that questions posed by representatives related to risk evaluations, the identification, evaluation and the level of risk and how the school responds based on current information. With this information, the representatives will create the scope, assess the issue and make recommendations. He stated that after the receipt of the recommendations, a plan is develop as a response.

XI. Governance Committee Report: *Erika Duthiers*

- 1) *Policy Discussion: Insurance Coverage While on Medical Leave -- discussed under Executive Committee Report*
- 2) *Board's Self-Assessment Tool and Process*

Duthiers stated that she plans to connect with Jill Shahan, Northeast Charter School Network for assistance on developing the process to evaluate the Board's work.

XII. Performance Evaluation: *Kristen Barclay-Mauske* No Report

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

Robinson-Vay stated that meetings were held with all parties and an official RFP is being developed.

XIV. Communications Committee: *Barbara Jarzyniecki*

Jarzyniecki stated that she met with Ryann Bouchard (Dixon-Schwabl) and discussed several PR strategies for media exposure during the student recruitment timeframe, introducing a story every month (January-April). She indicated that both are meeting with Principal Wilson to discuss ideas and get her input for school success stories to highlight and attract more families and applicants.

XV. Principal's Report: *Toyia Wilson*

- 1) *Update on Student Recruitment (report distributed prior to the meeting)*

Principal Wilson provided an update on the student recruitment efforts. She stated the following:

- a) Admission applications were revised, available on the website linked in several areas and easily accessible;
- b) Recruitment materials are updated with new initiatives and both applications and brochures are included in the Admissions Folders, existing post-cards and fliers have been updated to direct interested families to the website

where the '2016-2017' admissions application is currently available along with Open House dates which are posted;

- c) Contact information of all female students 5-6, 6-7, 8-9 have been received from RCSD and prospective student phone numbers are uploaded to the robo-call system;
- d) Several open houses are planned weekly through March 2016, noted in the calendar on the website and invitations are sent to eligible families;
- e) School building presentations are scheduled in partnership with UPREP and all prospective students complete a Recruitment Post-Card that is immediately mailed home to parents. Information is recorded for robo-call list and notifications of scheduled events.

Community Involvement

1. YWCP is participating in the 2015 Step Jam at the Blue Cross Arena where 2,000 – 3, 000 youth and families will be in attendance
2. YWCP will receive exclusive access to WHAM 13 Homepage for advertising as well as cell blitz to site visitors within a 20 mile radius of school and be added to our robo-call and mailing lists
3. YWCP will participate in the Charter School Recruitment Fair for 2016.

Principal Wilson stated that several key design elements and student support services are featured in all materials, presentations and discussions with families during open houses and community events.

2) Data Presentation (SRI, SMI) (filed with Board reports)

Principal Wilson introduced YWCP staff to present: Michael Pasquarella – Reading Specialist, Read 180 Teacher Shana Craig – Math Specialist, Sanya Pelrah – Coordinator of Instruction. The teachers stated that licenses (SRI, SMI) were purchased for all students which was key to following student progress in reading and math. All students are tested four times a year. The data is stored, presented to all teachers and available for teachers to inform instruction and support the individual student. They were happy to report that students are also taking ownership for their own academic growth. This year the data is presented to students in Advisory in small-group setting. Teachers use the data in smart groupings, considering leveled texts, tracking student growth and sharing information with families.

Board members asked several questions regarding the data presented. All felt that the data presented was note-worthy providing the Board with valuable information regarding academic performance. It was agreed that periodic comparisons following testing cycles is important.

Norris asked if students were comfortable with the testing. Staff responded that students use the test as goal setting and are excited when they make progress. Pasquarella stated that the test is different with every student.

All agreed it was important to have this information and thanked the staff for the comprehensive presentation. Board members complimented staff and expressed their appreciation.

XVI. School Operations: *Barbara Hasler Report given throughout the meeting under Executive Committee and Finance Committee Report.*

XVII. YWCP Foundation Report: *Cynthia Woolbright, L. Leslie Smith*

LaShunda Leslie-Smith provided the Board with an update regarding the Leadership Breakfast held on November 18, 2015. She stated that the breakfast alone raised \$76,000 after expenses. She attributed the increase to donated services,

Regular Board Meeting: December 4, 2015

team fund-raising, sponsors and table host captains. She stated that there were 600 people in attendance and a more diverse crowd. She asked for suggestions for next year.

Several Board members felt that the registration process needs to be revamped, presentations and actual program shortened to provide more networking time, and more attention to parking details.

XVIII. Old Business: None

XIX. New Business: None

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

XXI. Adjournment: Next Meeting: Friday, January 8, 2016 at 8:00 am

Palmer asked for a motion to adjourn. Norris motioned to adjourn the meeting, Robinson-Vay seconded the motion. All were in favor. The business portion of the meeting ended at 9:47 am. Next Meeting: **Friday, January 8, 2015, at 8:00 am**
Regular Board Meeting.



YWCP Board of Trustees Meeting

Date: Friday, January 8, 2016

Time: 8:00 am

Location: Young Women's College Prep

Minutes

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

Excused Absence: *Suzanne Johnston, Kristen Barclay-Manske (pending State Approval)*

School Administration Present: *Toyia Wilson, Barbara Hasler*

Foundation Board: *Cynthia Woolbright, LaShunda Leslie-Smith*

I. Call to Order

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

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board.

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

V. Approval of the Regular Board Meeting of December 4, 2015 Regular Meeting Minutes: Palmer

Laura Norris asked that a statement be added assigning an individual the responsibility of developing the Policy for Medical Leave Insurance. Barbara Hasler, Director of Operations agreed to draft the Policy for review by legal. Hasler stated she will work with Flor Colon.

Flor Colon motioned to accept and approve the December 4, 2015 Regular Meeting minutes noting the addition. Mary Beth Robinson-Vay seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: Duffy Palmer No Report

VII. Strategic Planning Committee: Kirsten Barclay-Manske

No Report

VIII. Real Estate: Flor Colon (Moved to Executive Session)

Colon asked for an Executive Session to discuss Property Acquisition at the end of the meeting.

IX. Finance Committee Report: Jenny Vossler

Vossler stated that she met with Sean Miller to review the Charter School Renewal Guidelines and requirements for the 5 year budget plan. They discussed the areas of focus and planned to meet with Hasler and Roberta McInnis (newly

Regular Board Meeting: January 8, 2016

assigned Assistant Director of Operations) to review goals within the Charter guidelines, compare, update and validate the plan. She stated that the Finance Committee is meeting the first week in February.

Vossler stated that Roberta McInnis was hired to provide support to Hasler during her transition period. She has a financial and accounting background and worked with the school as a consultant. McInnis is starting to work on January 11, 2016.

X. Audit Committee Report:

In the absence of an assigned Chair, Vossler raised the question of whether or not a Chair is required separate from the Finance Committee. Erika Duthiers stated that she would check the Charter guidelines pertaining to the make-up of the Audit Committee. Vossler stated that she is a member of the Audit Committee and Colon and Norris agreed to serve as Committee members.

XI. Governance Committee Report: *Erika Duthiers*

Duthiers stated that she has talked with Jill Shahan (Northeast Charter School Network) regarding the Board Self-Assessment. Shahan suggested that a question regarding the student academic performance aligning with benchmarks be added. Duthiers agreed and stated she would add the question. Board members agreed. With an April deadline, Duthiers is planning to load the Assessment Tool on Survey Monkey for the Board to go through the assessment and complete the activity.

XII. Performance Evaluation: *Kristen Barclay-Manske No Report*

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

Robinson-Vay stated that she completed the assignment of writing the Committee's Charter and sent to Kristen Barclay-Manske for her review.

Prior to the meeting, she distributed a copy of a request for proposal (RFP) for a change in the delivery of food service for YWCP. She stated that the RFP is time sensitive and asked for the RFP to be uploaded on YWCP's website. The deadline date for response is February 12th. Principal Wilson and Jarzyniecki agreed to follow-through.

XIV. Communications Committee: *Barbara Jarzyniecki*

Jarzyniecki stated that a phone conversation with Principal Wilson and Ryann Bouchard focused on media exposure covering several topics (PRIDE Initiative, Learning Recovery, Day of Caring, Cooking Club, etc.) over several months beginning in January. She stated that Bouchard is connecting Principal Wilson with radio stations for recruitment purposes and free press. A meeting was held with Tracy Harris to review marketing materials to add and highlight the new programs and initiatives.

XV. Principal's Report: *Toyia Wilson*

Data Reporting

Principal Wilson distributed her report prior to the meeting. She reviewed the SRI and SMI presentation (distributed) and highlighted improvements comparing the results from the second administration of the tests. She shared student goal setting samples and discussed how students are taking responsibility for learning.

She referred to the January Regents Exams and stated that she held a mandatory parent meeting to inform and help parents know the importance of the exams and discussed the road to graduation and college. She reported that schedules in the second semester are driven by individual student needs and learning recovery is in place for each student.

Attendance/Enrollment

Principal Wilson was happy to report the increase in the attendance rate for the month of December was 96.3%. She stated that a plan is in place to address student attendance tracking (mailings, tracking in PowerTeacher, parent calls and team meetings to address chronic attendance issues). She added that a student's attendance is tied to attending school events.

She reviewed the enrollment increase in all grade levels for the months of November, December and January. Enrollment stands at 262 students. She stated that depending on the ability to create student schedules, the school is accepting and enrolling students in the higher grades.

Robinson-Vay asked if students who enroll late in the school year have academic and disciplinary issues. Principal Wilson stated that many of the new enrollees are families moving into the area and some families are not happy with their current schools. She stated that YWCP welcomes all students and there are specialists in place to deal with learning recovery and behavior, if necessary. She stated that all staff work closely with the new students to help them adjust to the school environment and culture.

Hasler mentioned that Principal Wilson has established the school's reputation throughout the community, one that models good attendance, a focus in class, and a school culture with a set of clear expectations.

Other Highlights

Principal Wilson stated that the SWIS system is up and running, recruitment for 2016-17 is in process with scheduled open houses and participation in school and community wide events and student scheduling for the 2016-2017 school year has started based on individual student academics.

XVI. School Operations: *Barbara Hasler*

Hasler provided updates on the internal Audit initiated from the Division of Local Government and School Accountability of the Office of the State Comptroller. She stated that she expects to have recommendations within the next month.

XVII. YWCP Foundation Report: *Cynthia Woolbright, L. Leslie Smith (Distributed full report prior to the meeting)*

Leslie-Smith provided information on the future events planned by the Foundation. She stated that this year's "Cool Women, Hot Jobs" is taking place on February 4, 2016 for the 9th and 10th graders featuring women from various careers: Marketing, Engineering, Law, Science and Research, Healthcare, etc.

She provided details regarding the 2nd Annual Fashion Show to be held on March 23 at the Burgundy Basin Inn. She asked the Board to invite family, friends, and colleagues to join the event. She stated that local vendors participating will hold a fashion show displaying clothing and jewelry. She stated all proceeds benefit the YWCP students providing summer scholarships. The Foundation goal is to reach \$10,000.

Leslie-Smith stated that the Girl's Leadership Conference is in the planning stage. The event will be held at RIT.

Leslie-Smith stated that the Foundation's Annual Report is complete and Board members should be receiving the report at the end of the month.

XVIII. Old Business: None

XIX. New Business: None

XX. Adjourn to Executive Session: Property Acquisition

Regular Board Meeting: January 8, 2016

Palmer asked for a motion to enter into Executive Session. Norris advanced the motion and Robinson-Vay seconded the motion. The motion was adopted unanimously.

After discussion, Norris made the motion to adjourn to the Regular Meeting. The motion was seconded by Vossler.

XXI. Adjournment: Next Meeting: Friday, February 5, 2016 at 8:00 am

Palmer asked for a motion to adjourn. Norris motioned to adjourn the meeting, Robinson-Vay seconded the motion. All were in favor. The business portion of the meeting ended at 9:42 am. Next Meeting: **Friday, February 5, 2015, at 8:00 am**
Regular Board Meeting.

Minutes officially approved on March 3, 2016

Respectfully submitted: Barbara Jarzyniecki



YWCP Board of Trustees Meeting

Date: Friday, February 5, 2016

Time: 8:00 am

Location: Young Women's College Prep

Minutes

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

Excused Absence: *Erika Dulhiers, Brooke Stafford-Brizard, Suzanne Johnston, Pam Kissel (pending State Approval), Kristen Barclay-Manske*

School Administration Present: *Toyia Wilson, Barbara Hasler*

I. Call to Order

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

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board.

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

V. Approval of the Regular Board Meeting of January 8, 2016 Regular Meeting Minutes: *Palmer*

Laura Norris motioned to accept and approve the January 8, 2016 Regular Meeting Minutes. Mary Beth Robinson-Vay seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer No Report*

Barbara Jarzyniecki forwarded a resolution necessary to complete Pam Kissel's application to become an YWCP Board of Trustee Member, effective December 4, 2015 (Board approved the nomination at the December 4, 2015 Board Meeting). She referred to the State's process to secure approval.

- 1) *Duffy Palmer called for a motion to accept Resolution #5, which completes the Board of Trustee Application*

The YWCP 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 Pam Kissel as a final candidate to its Board of Trustees, with a term expiring on December 4, 2018, pending approval by SED.

By Member of the Board Barbara Jarzyniecki, seconded by Member of the Board Mary Beth Robinson-Vay, the resolution was adopted unanimously.

Regular Board Meeting: February 5 2016

The resolution approving Pam Kissel is formally adopted upon SED's approval.

- 2) Palmer stated that there are outstanding items from previous meetings that need to be addressed. He asked Jarzyniecki to list the action items.

Jarzyniecki listed the following outstanding items and actions to complete:

- a) Admissions Policy (Barbara Hasler and Principal Wilson agreed to write the Policy and bring to the Board for approval)
- b) Establish an Enrollment/Admissions Committee to target recruitment of ELLs and SWD. (Palmer agreed to bring to Executive Committee and recruit an expert in this area)
- c) Strategic Planning Committee (Palmer stated a meeting is being scheduled before the end of February)
- d) Committee Charters (Committee Chairs are addressing by reviewing present charters and re-writing, if necessary) (Mary Beth Robinson-Vay submitted a Committee Charter for the Health and Wellness Committee)
- e) Charter School Renewal Checklist (Board members, school staff have assignments that are due in March to Laura Norris)
- f) Development of a Medical Leave Policy (Policy is in the works, Hasler and Colon are taking the lead)
- g) Board Self-Assessment Process (Erika Duthiers is revising and loading on Survey Monkey for Board to complete by April)

Norris distributed an updated Charter School Renewal Checklist. She stated that she simplified the document so that assignments are detailed and upfront. She referred to the March deadline.

- 3) Palmer asked the Board to consider changing the meeting date starting in April to accommodate all members. Board members agreed. Palmer plans to address at the March meeting.

VII. Strategic Planning Committee: Kirsten Barclay-Manske No Report

VIII. Real Estate: Flor Colon

Colon asked for an Executive Session for Property Acquisition. Palmer stated that he will call an Executive Session at the end of the meeting under Agenda Item XX.

IX. Finance Committee Report: Jenny Vossler

1) Form 990

Vossler distributed the Form 990 to the Board prior to the Board Meeting. She stated that the Finance Committee met on 2/3/16 and reviewed the Form 990 and suggested a few changes. The most significant change was in the section that includes the disclosure of key officers correcting a salary referencing the calendar year. She stated that the Form 990 is ready to be filed.

Palmer asked for a motion to approve the Form 990. Vossler advanced a motion and Colon seconded the motion. The motion was adopted unanimously. All were in favor. With this approval, Vossler will proceed to file the Form 990.

Vossler stated that she met with Robert McInnis to develop a user friendly dashboard tracking the present financial position of the school against budget for the Board's review at monthly meetings.

She reported that revenue is down, but the school is maintaining a surplus of \$150,000, and expenses are offset in certain areas. Vossler felt that the budget should reflect a cash reserve rate of 7 or 8% maintaining a \$300,000 surplus to be reasonably comfortable.

Vossler stated that the future work will focus on benchmarking benefits and research opportunities for medical plans to keep costs down and benchmarking facility costs. She expressed the importance of student enrollment.

Palmer expressed the importance of succession planning and the recruitment of individuals with finance expertise to take over when Vossler's Board term expires.

Regular Board Meeting: February 5 2016

X. Audit Committee Report: *No Report.*

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

XII. Performance Evaluation: *Kristen Barclay-Mauske No Report*

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

Robinson-Vay stated that the Food Service Request For Proposal was loaded on the website on time. She reported that today (2/5) was the deadline for vendors to submit proposals and there is a meeting (2/10 at 5:30 pm) set to review and evaluate the proposals in the coming week. She asked Principal Wilson for a point person within the school to be appointed to manage the new food service program.

Robinson-Vay stated that it was difficult to recruit members to participate on the Committee.

XIV. Communications Committee: *Barbara Jarzyniacki*

Jarzyniacki stated that she is meeting with Ryann Bouchard in the afternoon to discuss media opportunities focusing on student recruitment. She stated that she reviewed the marketing materials and is ready to suggest revisions to Principal Wilson and Tracy Harris.

XV. Principal's Report: *Toyia Wilson (Principal Wilson distributed a report prior to the meeting)*

Data Reporting

Principal Wilson provided the Board with the results of the PSAT. She stated that this year all students in Grades 8-10 took the test as preparation for the SAT. Students were categorized as all stars and super stars given their results and the results provided the school staff with data addressing individual student strengths and weaknesses. She stated that given the results on performance, she will identify and add AP courses.

Hasler noted that the State Mean results refer to students who volunteer to take the test, YWCP had all students in grades 8-10 take the test.

Attendance

She stated proudly that January student attendance was 95.3%. She added that the teachers are committed to having students in their seats and are sending "we miss you postcards," making home visits, and phone calls. They are addressing student absenteeism on an individual case.

She did state that the school is struggling with securing quality subs on a daily basis.

PRIDE Initiative

Principal Wilson stated that all school staff are trained to use the SWIS system. This system is a schoolwide information tool tracking areas of behavior in classrooms, by grade level, at certain time periods, etc. She stated that recently trainers met with YWCP's behavior specialist, dean of students, and administrative staff.

She remarked that PRIDE bucks continue to grow as students become familiar with the program and the environment within the walls of the school changes to reflect good behavior and respect for each other.

Student Recruitment 2016-2017 School Year

Principal Wilson provided a dashboard of the current recruitment efforts that kicked off in November 2015. She reported that 16 applications were received for grade 7 and a total of 55 applications expanding all grade levels were received.

She stated that open houses for families are being advertising through radio spots, staff continue to attend community-wide events to promote the school, and posts on social media avenues are weekly.

XVI. School Operations: *Barbara Hasler Report received under Finance*

XVII. YWCP Foundation Report: *Cynthia Woolbright, L. Leslie Smith No report.*

XVIII. Old Business: None

XIX. New Business: None

XX. Adjourn to Executive Session: Property Acquisition, Embargoed Information from State

Palmer asked for a motion to enter into Executive Session. Norris advanced the motion and Vossler seconded the motion. The motion was adopted unanimously.

After discussion, Norris made the motion to adjourn to the Regular Meeting. The motion was seconded by Colon.

XXI. Adjournment: Next Meeting: Thursday, March 3 2016 at 6:30 pm

Palmer asked for a motion to adjourn. Colon motioned to adjourn the meeting, Jarzyniecki seconded the motion. All were in favor. The business portion of the meeting ended at 9:38 am. Next Meeting: **Friday, March 3, 2016, at 6:30 pm**
Regular Board Meeting.



The minutes were official adopted on April 8, 2016

Respectfully Submitted: Barbara Jarzyniecki, Board Secretary



YWCP Board of Trustees Meeting

Date: Thursday, March 3, 2016

Time: 6:30 pm

Location: Young Women's College Prep

Minutes

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

Excused Absence: *Brooke Stafford-Brizard, Flor Colon*

School Administration Present: *Toyia Wilson*

YWCP Foundation Present: *Cynthia Woolbright*

I. Call to Order

Palmer called the meeting to order at 6:30 pm.

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board.

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

V. Approval of the Regular Board Meeting of February 5, 2016 Regular Meeting Minutes: *Palmer*

Mary Beth Robinson-Vay motioned to accept and approve the February 5, 2016 Regular Meeting Minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer (resolution and Letter of Intent distributed prior to the meeting)*

Resolution #6 2015-2016: Authorization to execute the Letter of Intent for a lease of the Summers Sands Campus as school space for YWCP.

Discussion prior to vote:

Palmer stated that the Team worked tirelessly for the past four years to find an affordable facility in the City that provides the best possible physical and programmatic environment for our students. He went on to say that there was no available location within the City that met our needs as we grow into a high school. Palmer described the new school as a modern school building which was once a high school that features sufficient classroom space for YWCP's full enrollment through

Regular Board Meeting Minutes: March 3, 2016

12th grade. The school has a full-size, varsity-compatible gymnasium, modern science labs, music and art classrooms, lockers for every student, and green space that includes sports fields and is located in an area that is easily accessible to students, families and staff. The school building is located on The Summer Sands Campus, at 133 Hoover Drive in Rochester.

Palmer informed the Board that YWCP would share the space with The Discovery Charter School. He was pleased to announce that the Easter Seals of New York Organization toured the Flower City school location and plan to lease a portion of the building. He extended his appreciation to the Cathedral Community for its support and working relationship the last two years.

Palmer reiterated the fact that at the December Board Meeting, approval by resolution was granted to the Chair and Executive Committee to look for space inside and outside the City and negotiate with landlords on behalf of the Board. The officially approved and signed resolution was mailed to Jeri Chapman on December 12th before the December 15th deadline set for changes to original charters.

Palmer stated that a copy of the communications plan for the announcement of the new site was distributed prior to the Board Meeting. He stated that Principal Wilson plans to surprise staff with a visit to the new site during Friday's (March 4) professional development session. Principal Wilson stated that letters to the families with this information is being mailed on Friday. Jarzyniecki stated that the plan calls for a press announcement on Wednesday, March 9. Palmer added that tours of the school site for families will be scheduled for the next several months.

Palmer told the Board that following the official approval, the resolution and Letter of Intent will be mailed (by UPS) to Nicole Henderson, YWCP's new SED representative for extended processing of the request to move YWCP to a new site.

Vossler stated that she has discussed the budget and cost to move with the Director of Operations and the Finance Committee. She added the move was doable and necessary, if the school maintains current enrollment and meets projected enrollment while adding a grade. Principal Wilson stated that student applications are arriving daily.

Robinson-Vay asked whether The Discovery Charter School is aware that YWCP is moving to the building. Palmer stated that several discussions have taken place regarding the move and sharing of the facility.

Following the discussion, Palmer introduced the following resolution and called for a roll call vote:

Resolution #6: 2015-2016

By Member of the Board Laura Norris

WHEREAS, pursuant to a certain Resolution of the Board, dated December 4, 2015 (the "December Resolution"), the Executive Committee of the Board of the Trustees (the "Executive Committee") has explored and examined alternative school space, and has notified the New York State Education Department (by registered mail on December 11, 2015) about the potential relocation of YWCP's school space outside the City of Rochester; and

WHEREAS, the Executive Committee has identified school space to lease for YWCP located in the Summers Sands Campus, 133 Hoover Drive, Rochester, NY 14615 (the "Summers Sands Campus") owned by 133 Hoover Drive LLC, 275 Pinnacle Road, Rochester, NY 14623 ("Potential Landlord"); and

WHEREAS, the Executive Committee and the Potential Landlord have negotiated a certain Letter of Intent for YWCP to lease a portion of the Summers Sands Campus as a school space beginning on or before July 1, 2016 (the "Letter of Intent"); and

Regular Board Meeting Minutes: March 3, 2016

WHEREAS, the Board of Trustees has reviewed the Letter of Intent and understands that the proposed move to the Summers Sands Campus relocates the school from the Rochester City School District to the Greece School District, the Board of Trustees believes that the Summers Sands Campus provides our students with the best possible physical and programmatic environment that will allow students to maximize their learning potential.

NOW, THEREFORE, it is hereby

RESOLVED, that the Board of Trustees has reviewed the Letter of Intent and all information relative to the proposed relocation of the school, and believes that relocating YWCP to the Summers Sands Campus provides the YWCP students with the best possible physical and programmatic environment that will allow them to maximize their learning potential; and further

RESOLVED, that the President of the Board, Duffy Palmer, is hereby authorized and empowered, in the name of YWCP, to execute the Letter of Intent for a lease of the Summers Sands Campus as school space for YWCP; and further

RESOLVED, that each member of the Executive Committee, as such member may determine to be necessary, appropriate, or desirable on behalf of YWCP, is hereby authorized and empowered, in the name of YWCP, to: (1) negotiate and execute a lease agreement with the Potential Landlord to lease a portion of the Summers Sands Campus as a school space beginning on or before July 1, 2016, consistent with the terms of the Letter of Intent; and (2) file any required charter revision approval request with the NY State Education Department to relocate the school to the Summers Sands Campus, and further

RESOLVED, that these resolutions shall be continuing resolutions and shall remain in full force and effect until such time, if any, that they may be rescinded or modified by further action of the Board.

IN WITNESS WHEREOF, I, the undersigned Secretary of YWCP, do hereby certify that the foregoing is a true and correct copy of the resolutions duly adopted by the Board at a meeting thereof duly called and held on March 3, 2016 at which a quorum was present and acting throughout; and I further certify that said resolutions have not been in any way rescinded, annulled, or revoked and are still in full force and effect. I have signed this instrument and direct that it be filed with the minutes of the proceedings of the Board.

Seconded by Erika Duthiers.

Duffy Palmer called for a roll call vote.

Erika Duthiers: Yes
Barbara Jarzyniecki: Yes
Suzanne Johnston: Yes
Laura Norris: Yes
Marybeth Robinson-Vay: Yes
Jenny Vossler: Yes
And Palmer: Yes

The resolution was adopted unanimously.

2. Request for Proposal: Food Service Program

Palmer and Robinson-Vay reported on the outcome of the RFP regarding the Food Service Program. Robinson-Vay stated that a meeting (Attendees: Suzanne Johnston, Duffy Palmer, Toyia Wilson, and Cynthia Woolbright, Mary Beth Robinson-Vay) was held to evaluate the two proposals received by deadline. The two proposals were received from Julia K Caters and Freshwise/Foodlink. She stated that the team found that both companies had good reputations throughout the community and have worked with schools. There were similarities and differences regarding the cost, billing system,

quality of food and additional support while going through the NYSED application process and the purchase and lease of equipment. One of the vendors added reference letters. Palmer stated that Barbara Hasler (Director of Operations) and Roberta McInnis (Assistant Director of Operations) also provided an evaluation of both proposals. Palmer stated that following the review and evaluation of both proposals, the Team decided to go with Julia K Caters.

Palmer asked for a motion to move forward with the necessary paperwork required by NYSED and accept Julia K Caters as the future food service provider for YWCP.

Robinson-Vay advanced the motion and Johnston seconded the motion. All members of the Board voted in agreement. The motion was unanimously passed.

Robinson-Vay stated that there was still work to be accomplished to secure the vendor. Julia K Caters offered to support the process. She pointed out the next steps: application to the SED Community Eligibility Program, necessary paperwork regarding free and reduced lunch designation, plan for hiring staff to serve lunch and manage the kitchen and purchase or lease of equipment. Palmer and Johnston plan to set up a meeting with Hasler and Principal Wilson to discuss next steps.

Palmer stated that Julia K Caters is the food service provider for the Discovery Charter School (YWCP will be sharing the building on Hoover Drive with this charter school). Palmer understood that other schools were able to maintain a surplus due to the percent of students that receive free and reduced lunch. This may help when hiring additional staff.

Vossler asked if the vendor allows for multi-year contracts and is it the expectation that we proceed with obtaining the certification before utilizing the service. Robinson-Vay she stated would connect with Julia Khoury who has agreed to assist with the process with SED.

VII. Strategic Planning Committee

Palmer stated that Kirsten Barclay-Manske informed him that due to work and personal responsibilities, she could no longer serve as Chair of the Strategic Planning and Performance Evaluation Committee or join the Board of Trustees. Palmer plans to meet with Johnston and Kissel to discuss next steps.

He felt that the Charter Renewal Application process is well underway under the leadership of Laura Norris and Principal Wilson. He acknowledged that there is still more work to be accomplished but felt confident that the Board and school staff are involved preparing the documents necessary as a response to the renewal guidelines.

VIII. Real Estate: *Flor Colon* (Resolution regarding new site and Letter of Intent was discussed and voted on during the Executive Committee report)

IX. Finance Committee Report: *Jenny Vossler (report, dashboard distributed prior to the meeting)*

Vossler stated that the Finance Committee met and discussed the SED requirements under the Charter School Renewal Guidelines. She referred to the dashboard that covers the budget period from July 2015 – January 2016. She stated that this format is a quick way to share information and will distribute monthly to inform the Board of the revenue and expense picture, along with the current and projected student enrollment and staff count. Vossler also distributed prior to the meeting a Profit and Loss Budget versus Actual for the same time period.

She stated that there is an update to projections and there were areas where it was necessary to offset expenses due to the fact that actual enrollment versus projected is down. Vossler maintained that the school is still in a good financial condition but it was necessary to pay attention to enrollment and recruitment.

Vossler distributed a document that compared net assets of other Charter Schools with YWCP. She stated that this is the kind of benchmarking the Operations Office plans to continue to inform the Board. She remarked that McInnis is researching financial sections of charter school renewals that the State has recommended for approval or not-approval. This step is to get an idea of what is important as the Finance Committee go through the renewal process.

X. Audit Committee Report

Palmer discussed the Chair for the Audit Committee. Cynthia Woolbright stated that there are new by-laws for non-profit organizations. Erika Duthiers stated that she would review the new laws. Norris stated that she would be willing to Chair the Audit Committee with Vossler and Flor Colon as members. This will be discussed further following the review of the new by-laws for non-profit organizations.

XI. Governance Committee Report: *Erika Duthiers*

Duthiers reminded the Board that the link for the Board's Self-Assessment was posted and each Board Member has until March 11th to complete the survey.

XII. Performance Evaluation: *No Report*

XIII. Health and Wellness Committee Report: *Mary Beth Robinson (report distributed prior to the Meeting)*

Robinson-Vay referred to the report under the Executive Committee Report regarding the Food Service provider. She asked Principal Wilson for support regarding the gathering of information from families regarding the free and reduced lunch designation.

XIV. Communications Committee: *Barbara Jarzyniecki (communications plan distributed prior to the meeting)*

Jarzyniecki stated she met with Palmer to discuss the new school site announcement and following that meeting she developed a communications plan and shared it with Principal Wilson, Tracy Harris, Ryan Bouchard and Palmer. The plan was distributed prior to today's meeting. Jarzyniecki stated that a conference call is set with Bouchard to discuss the development of a press release scheduled for release on March 9. A social media network plan is also in the works. She stated that she will follow the plan working with Principal Wilson and Ms. Harris over the next several days.

XV. Principal's Report: *Toyia Wilson (a report was distributed prior to the meeting)*

Data Reporting

Principal Wilson provided the Board with the results of the January Regents Exams. She stated that the results of the exams are showing various student trends. She stated that students take the January Exams as preparation for the June Regents Exams. This information helps staff build class schedules to provide instructional support to students following the identification of strength and weaknesses. She discussed the students within the cohort (starting at 9th grade) that have passed the exam and still have 2 ½ years. These students are already making the grade and on course to graduate. Principal Wilson stated that she is pushing to introduce accelerated courses in the 8th grade for students to start the preparation. Her goal is to have all students in Algebra in the 8th grade. She stated that students must be at Level 3 or 4 to pass Regents Exams in all courses. By reviewing these results, she stated that the graduation talk is shifting from group to individual student and parents are informed and involved in the discussion.

OPT-Out

Principal Wilson stated that the teachers have started discussing the importance of testing and asking students to take it seriously putting forth their best effort. Parents are being informed as well. She is planning a fun event for students as an incentive to be here at school and take part in the testing period. She also stated that this is a school day for all students.

Regular Board Meeting Minutes: March 3, 2016

Attendance

She stated the February student attendance was 95%. She added that the teachers are committed to having students in their seats and are sending "we miss you postcards," making home visits, and phone calls. She stated that everything ties back to the behavior initiative, reason for consistently good attendance. Teachers are addressing absenteeism with individual students.

Priority School

Principal Wilson stated that the announcement of the Priority Schools was made on Friday, February 26th. She was prepared but was not called by the press.

PRIDE Initiative

Principal Wilson stated that the SWIS system is up and running successfully tracking areas of behavior in classrooms, by grade level, at certain time periods, etc. The PBIS (Positive Behavior Interventions and Supports) Team meets every two weeks until the end of the year to review data and work with challenging students. She stated that the school environment is positive and as a result of the PRIDE Initiative, many of the students are making better behavior choices in and out of the classroom.

Schoolwide Collegial Opportunities

Principal Wilson stated that five committees meet every two weeks during professional development: Schoolwide Literacy Planning, PBIS, 7th grade Summer Bridge, 8th grade Summer Enrichment Program Planning, and 9th grade Summer Bridge.

She reported that the Schoolwide Tier II Vocabulary Initiative is moving forward with five pre-determined words selected weekly, two words from the subject specific lists and teachers are selecting words by rotating through the Science, Social Studies, ELA and Math lists. Parents receive the list in a weekly mailing in an effort to educate and work with their daughters.

Student Recruitment 2016-2017 School Year

Principal Wilson provided a dashboard of the current recruitment efforts that kicked off in November 2015 listing the number of school visits, personal calls, community events and open houses. She provided the following chart:

2016 – 2017 Applications Received by grade level to date:

	7 th	8 th	9 th	10 th	11 th	Total for 2016-2017	Total with 2015-16
January	16		9	3	1	29	55 (26 just 15-16)
February	29		20	4	2	55	85 (30 just 15-16)

She stated that open houses for families are being advertised through radio spots, staff continue to attend community-wide events to promote the school, and posts on social media networks are weekly.

Noteworthy Highlights:

- Principal Wilson informed the Board that the celebration of Women's International Day is being held in Rochester and the Ruby Gordon Furniture Store is hosting an event on March 8th and 9th honoring the Women's Rights

Movement. YWCP 7th grade students are invited to attend and meet the World Renowned Caricature Artist, Philip Burke who is creating a caricature of Susan B. Anthony.

- Encompass, the after-school program kicked off the 2nd semester providing learning recovery for students.
- Planning is under way for the High School (9th and 10th graders) trip to Washington, DC
- Celebration of Women History Day is on March 24
- Preparation for the Day of Caring (4/28) is underway. This is a student run initiative.

XVI. School Operations: *Barbara Hasler No Report*

XVII. YWCP Foundation Report: *Cynthia Woolbright*

Cynthia Woolbright stated that the Spring Fashion Show takes place on March 23, 2015 with a variety of different vendors. The event is being held at the Burgundy Basin Inn. She added that the Leadership Conference is April 22nd, Peggy Klaus is participating this year and there is a request for facilitators and advocates for small group sessions.

XVIII. Old Business: None

XIX. New Business: None

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

XXI. Adjournment: Next Meeting: Friday, April 1, 2016 at 8:00 am

Palmer asked for a motion to adjourn. Johnston motioned to adjourn the meeting, Robinson-Vay seconded the motion. All were in favor. The business portion of the meeting ended at 7:50 pm. Next Meeting: **Friday, April 1, 2016, at 8:00 am** Regular Board Meeting.



YWCP Board of Trustees Meeting

Date: Friday, April 8, 2016
Time: 8:00 am
Location: Summer Sands Campus

Minutes

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

Excused Absence: *Erika Duthiers, Suzanne Johnston*
School Administration Present: *Toyia Wilson, Barbara Hasler*
Foundations Chair: *Cynthia Woolbright*

I. Call to Order

Prior to the start of the meeting, Board Members toured the new school facility located on the Summer Sands Campus, 133 Hoover Drive.

Palmer called the Regular Meeting to order at 8:25 am.

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board.

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

V. Approval of the Regular Board Meeting of March 3, 2016 Regular Meeting Minutes: *Palmer*

Laura Norris motioned to accept and approve the March 3, 2016 Regular Meeting Minutes. Mary Beth Robinson-Vay seconded the motion. Revisions accepted and the addition of Cynthia Woolbright's name in attendance was added. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer*

1) *Charter Renewal NEW Guidelines*

Palmer referred to Principal Toyia Wilson and Barbara Jarzyniecki to recap the information presented by the State Education Department. Palmer stated that notes from the webinar were distributed with Board materials for the Board's review.

Principal Wilson stated that there is a major change in the submission of the application. Applications are still due on August 1st, but the submission of Benchmark 1: Student Performance is due on October 3rd which allows schools time to include the results from the NYS ELA and Math assessments given in April. The report will also include Regents exams results. She stated that the school's student data is compared with student performance in New York State and District

Regular Board Meeting: April 8, 2016

level. She reported that SED has developed a data base that allows a school to compare student performance to similar schools. Schools are encouraged to use the preformatted excel workbook to source the data. The data base is located on the State's website. Principal Wilson stated that SED is asking for data highlighting student trends toward proficiency which SED will take into consideration. In essence, SED is looking for data demonstrating students' performance and progress moving up in levels from one year to another. She stated that SED is asking for narratives describing trends, strengths, weaknesses and a brief rational for the data outcomes. The narrative should include the actions taken over the course of time to increase student performance.

Principal Wilson stated that she is confident that the renewal changes will match up with the YWCP charter framework and the professional development plan that is aligned with benchmarks.

She added that YWCP has the opportunity to talk about how students are performing and on track toward meeting graduation requirements.

Principal Wilson referred to the notes taken from the conference call and stated that she revised the checklist that assigns roles and responsibilities for completing the Charter Renewal Application.

Jarzyniecki added that SED wants to know in detail the Board's role in establishing, reviewing and updating Board Policies. She stated that the Board is aware of the student recruitment process and it was important that the school maintain detailed records on the efforts to recruit students within the target areas. It was noted that charter schools are not penalized for moving students through the English Limited Learners Program.

She stated that if the Board is considering a material and/or non-material revisions to the original charter, this section will be considered separate and has to be approved by the Board of Regents.

Norris stated and the Board agreed that the deadline for the first draft of the Charter Renewal Application is due June 1st.

2) SED Requirements for Re-location

Palmer stated that it was required by SED for the Chair and Principal to meet with the Greece School District and the Rochester City School District Boards of Education. He stated that they met with the Greece Superintendent and participated in a call with SED. He stated that SED is requesting a copy of the Lease Agreement and other documents.

Flor Colon stated that the Lease Agreement is at a point ready for signature. Both parties agreed to focus on what is important for the first year.

Barbara Hasler (Director of Operations) stated that she is working with an external partner to obtain the certificate of occupancy for the new site.

VII. Strategic Planning Committee:

Palmer stated that the Northeast Charter School Network will assist the Board in the process. He stated that this would be a topic for the June Board Retreat.

VIII. Real Estate: *Flor Colon: Report given during Executive Report*

IX. Finance Committee Report: *Jenny Vossler*

Jenny Vossler distributed the Budget, Profit and Loss versus Actual and Balance Sheet for Board review prior to the meeting. She stated that the Hasler (Director of Operations) and McInnis (Assistant Director) reviewed the budget for next year and started preparing the 5 year budget for the Charter renewal.
Regular Board Meeting: April 8, 2016

Norris asked about the recent announcement regarding the additional increase in per pupil revenue from the State. Hasler stated that the school is counting on additional revenue. She stated that the increase is not included in present revenue statement.

X. Audit Committee Report:

Hasler provided a brief update regarding the audit recently conducted the Controller's Office. She stated that a meeting is scheduled (following this Board Meeting) with Auditors. She stated that the focus of the audit is centered on IT policies and procedures with specific recommendations for change. She stated that she has already met with the IT Coordinator to address the recommendations.

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

XII. Performance Evaluation:

Palmer stated that Pam Kissel, Suzanne Johnston, Brooke Stafford Brizard and Marie Cianca (Associate Professor in the Ed.D Program in Executive Leadership, St. John Fisher College) are members of the Performance Evaluation Committee. Principal Wilson stated that she is working with Stafford Brizard on the sections of the Charter Renewal regarding performance evaluation and other academic sections.

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

Robinson-Vay stated that a meeting is scheduled later today to review and certify the level of student need regarding the school food service program.

XIV. Communications Committee: *Barbara Jarzyniecki*

Jarzyniecki stated that the communication plan announcing the school's new site was orchestrated with the help of Ryann Bouchard, Principal Wilson and Tracy Harris. Press coverage, especially the article in the Rochester Business Journal was positive.

XV. Principal's Report: *Toyia Wilson (Distributed a Principal's report prior to the Meeting)*

Enrollment/Attendance

Principal Wilson stated that enrollment continues to grow. She is projecting enrollment of 386 students for next year. She stated that applications for 7th grade continue to be submitted and there are several community events in the month of April providing an opportunity to recruit more students.

Principal Wilson reported that student attendance is steady at 94%. And attendance during testing was exceptional. She stated that it was important to communicate and work with students and families on taking a positive outlook during the testing period. Students were encouraged to do their best and take their time. She planned a fun activity following the testing period for students who choose to attend school and take the test.

School Lottery

Principal Wilson referred to and presented a chart with details regarding the seats available for 2016-2017 school year for all grades.

	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11
Current Enrollment		66	66	76	49

Applications	65	9	25	8	6
Max Seats	85*	85*	91**		
Accepted	65	9	25		
Total Enrollment w/ Accepted (350)	65	75	91	76	49
Total Projected Enrollment (386)	85	85	91	76 8 waitlisted	49 6 waitlisted
Seats Available	20	10	0	TBD	TBD

*opened up 10 extra seats

**opened up 11 extra seats

Principal Wilson stated the 11th grade students interested in applying will be admitted only if a viable schedule could be written to meet the student's individual need to ensure they are on-track to graduate.

SED Visit to the School

Principal Wilson announced that the State representatives will be visiting the school on Thursday, May 5, 2016. She will keep the Board posted regarding the schedule. She indicated that they plan to meet with the administrative leadership team, conduct focus groups with parents, students and staff and visit and observe classrooms.

Regents Visit to the School

Principal Wilson announced that Vice Chancellor T. Andrew Brown and Regent Wade Norwood are visiting the school on May 3, 2016. She invited Board Members to join.

Day of Caring (April 28, 2016)

Principal Wilson stated that since January, during the school's advisory period, students used the opportunity to work together and plan activities to make a difference throughout the community. She stated that all activities are exclusively the ideas of the students to promote the spirit of volunteerism and generate positive community relationships.

XVI. School Operations: *Barbara Hasler*

Palmer referred to Hasler to present the 2016-2017 School Academic Calendar. Hasler stated that the calendar reflects a longer school day and year for students in accordance with the original charter. She reviewed in detail the start and close of the school year, recess days, elimination of half-days during testing, testing period and stated that the Summer Bridge Program is scheduled for one week this year. She added that this summer it was important to allow time to move, unpack and set-up classrooms during the month of August to be ready for the first day of school.

Resolution #7: 2016-2017: Resolved, that the Board of Trustees approve the 2016-2017 Academic School Calendar as submitted by the School Administration.

Regular Board Meeting: April 8, 2016

Palmer asked for a motion to approve the school calendar for 2016-2017. Colon advanced the motion and Robinson-Vay seconded the motion. The calendar (attached) was adopted unanimously.

State Waiver

Hasler stated that due to the fact that her situation is unique (waiver to remain an employee) given her status with the NY State retirement system, the State is working on new language from a legal perspective and indicated that the Board's approval is necessary.

XVII. YWCP Foundation Report: *Cynthia Woolbright, L. Leslie Smith*

Cynthia Woolbright, Chair of the Foundation Board explained the current situation involving the Foundation Board and the Board of Trustees. She stated that she has several discussions with Laura Rebell-Gross (Co-Founder of YWCP) and Duffy Palmer regarding the future of the Foundation Board. She stated that given the recent announcement of a new school location, new leadership (Principal Wilson), new program initiatives, and the Charter Renewal, it was agreed that this is an opportunity to consider a new organizational structure with both boards and leaders. All felt that in order to garner all the talent, expertise and dedication of both boards and sub-Committee to better serve YWCP students, it was necessary to engage in conversations regarding the work of both Boards. She stated that a meeting is scheduled with the officers from both Boards to continue this conversation. Woolbright stated that Pam Sherman, an expert in leadership and organizational development, agreed to facilitate the meeting. She will present the outcome at the next Board meeting. She indicated that it was important to leverage the talents and skills of all involved to have a greater impact supporting the school.

School Tour

Following the school tour of the new site, Woolbright stated that she is planning an appreciation event for donors. She expressed her excitement and stated that the school would be an excellent venue to hold the reception sometime in September or October 2016. She will work with Principal Wilson and schedule an appropriate time.

XVIII. Old Business: None

XIX. New Business: None

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

XXI. Adjournment: Next Meeting: Friday, May 6, 2016 at 8:00 am

Palmer asked for a motion to adjourn. Colon motioned to adjourn the meeting, Norris seconded the motion. All were in favor. The business portion of the meeting ended at 9:40 am. Next Meeting: **Friday May 6,, 2016, at 8:00 am**
Regular Board Meeting.

Young Women's College Prep Charter School of Rochester
Academic Calendar 2016-2017

July

Mon	Tues	Wed	Thurs	Fri

January

Mon	Tues	Wed	Thurs	Fri
	3	4	5	6
9	10	11	12	13
	17	18	19	20
23	24	25	26	27
30	31			

August

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
29	30	31		

February

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
27	28			

September

Mon	Tues	Wed	Thurs	Fri
			1	2
	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

March

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

October

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April

Mon	Tues	Wed	Thurs	Fri
	3	4	5	6
	10	11	12	13
24	25	26	27	28

November

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	
14	15	16	17	18
21	22			
28	29	30		

May

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
		30	31	

December

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23

June

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

School not in session

Summer Program (Grades 7, 8 and 9)

First Day of School

Last Day of School

YWCP Board of Trustees Meeting

Date: Friday, May 6, 2016
Time: 8:00 am
Location: Young Women's College Prep

Minutes have not been
officially adopted by the
Board. Adoption 8/5



Minutes

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

Excused Absence: *Suzanne Johnston, Brooke Stafford-Brizard, Pam Kissel (pending State approval)*

School Administration Present: *Toyia Wilson, Barbara Hasler*

Foundation Board: *Cynthia Woolbright*

I. Call to Order

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

II. Roll Call:

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

III. Communications to the Board:

There were no communications sent to the Board.

IV. Public speakers:

There were no speakers registered to speak.

V. Approval of the Regular Board Meeting of April 8, 2016 Regular Meeting Minutes: *Palmer*

Laura Norris motioned to accept and approve the April 8, 2016 Regular Meeting Minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously. Minutes will be posted on the YWCP website and forwarded to SED representative by Jarzyniecki.

VI. Executive Report: *Duffy Palmer* *a. June 3, 2016 Retreat Agenda*

Palmer reviewed the June Retreat Agenda. He stated that the most important items included the review of the Charter Renewal Report as presented by Principal Wilson and a discussion to further address the Strategic Plan. In addition, the Board will review and approve all required policies along with address the results from the Board's Self-Assessment conducted in April.

The Board agreed to schedule the Retreat from Noon-5:00 pm at the Nothnagle Office. Palmer stated that at every Annual Retreat, the Board's agenda will include the annual review and approval of required policies, Board orientation and end of the year Board assessment, review of the State of the

School and the end of the year performance data, and the Board Meeting Schedule for the coming School Year.

b. Nominations of New Board Members for June Meeting

Palmer asked for nominations of potential candidates to join the Board of Trustees. He noted a few skill gaps and noted the need for succession planning since most of the founding member's terms expire in the next few years.

c. New Organization Chart

Duffy referred to the ongoing discussion regarding the outcomes of the Task Force addressing matters of the Foundation and the School Board. He stated that there are still items to be resolved.

A new school organization charter was distributed prior to the meeting for Board approval. The Board agreed to the organization as proposed. It was recommended that the College Counselor report directly to Principal Wilson and the Director of Development report to the Director of Operations.

Jenny Vossler stated that there are still budget discussion regarding next year's budget and it will be presented at the June Board Meeting for Board approval.

Duthiers stated that she met with the Foundation's governance representative to continue to resolve any issues.

VII. Strategic Planning Committee

To be addressed at the June Retreat.

VIII. Real Estate: Flor Colon

Colon referred to the lease agreement for the new school site (133 Hoover Drive). She stated that there have been comments from the lawyers on both sides as they address the lease agreements and sections. The lease is now in the hands of the landlord's lawyer for a final review, incorporating YWCP suggested changes and resolution leading up to signatures from both parties.

Palmer stated that the final lease agreement will be sent to SED representative, Nicole Henderson. He reiterated that the approval for the move is in the hands of the Board of Regents.

IX. Finance Committee Report: Jenny Vossler

Vossler addressed several items. The March Dashboard, Profit and Loss versus Actual, Budget To Date Reports were distributed to the Board prior to the meeting. She reviewed each report with the Board. She stated that the Finance Committee did review the Budget FY17 at its last meeting. She reported that despite the fact that enrollment was down slightly, there is a budget surplus and she reported that the school will end with a healthy surplus in line with SED standards. She stated that the FY17 budget, a relatively conservative budget covers all the essential programs. Vossler stated that if we keep enrollment at projection (375 enrollment), the school will continue to do well given the

revenue and expenses. The budget includes several new items, the move to a new site, college counselor, new food service program and maintaining essential programs as the school grows.

Colon asked and it was confirmed that we are covering the Summer Bridge Programs. Vossler asked Principal Wilson for a priority list of school programs to help raise academic performance. She indicated that this will drive the budget.

Vossler stated that the composite score takes into account a number of key financial factors. She projected our score to be 4.2%, given the school a healthy cash flow.

Vossler stated that she would like to review the FY17 budget thoroughly and submit the final for Board approval on June 3rd.

Vossler also presented a 5-year projected budget which requires further discussion.

X. Audit Committee Report: Laura Norris. No Report. Meeting set with the external auditor after school starts in September.

XI. Governance Committee Report: Erika Duthiers

a. Policy Review Checklist

Policy Review

Duthiers referred to the list of required policies that are up for renewal by the Board. She stated that it is important for each Board member to review and be ready to approve with amendments or without amendments at the next meeting. It was agreed that the Policies would be uploaded into a shared site for Board review.

Governance Meeting

Duthiers stated that she met with Jennifer Allen, member of the Foundation Board to address the merger of Boards. Both agreed that there are gaps in Board leadership (audit, governance, marketing, charter school experience and communications) and both will develop a job description for interested potential Board members.

Cynthia Woolbright agreed and stated that based on responses, there are individuals willing to serve as a Board of Trustee who could fill the gaps that will impact the Board when the founding members' terms expire.

Palmer stated that there is an extensive process. Potential Board members serve on Committees and are assigned a project aligned with a skill set. Following the completion of the project, the interested party would be nominated and approved to serve on the Board. Palmer stated this is when the application process to the State commences to gain approval.

Colon stated that it is to the Board's benefit to bring interested parties on board to sit on various Committees in light of the future Board transition.

XII. Performance Evaluation: Pam Kissel

Palmer stated that the Performance Evaluation Committee met and decided to add to the evaluation process by adding monthly reports that includes data from each of the Benchmarks listed within the

Regular Board Meeting: May 6, 2016

Charter. This way there is a consistent focus and standard reports. He stated that Principal Wilson is working on her self-evaluation and Ms. Marie Cianca plans to join Principal Wilson on the focus walks.

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

Robinson-Vay reported that the implementation of the new lunch program is moving along according to the plan. Several meetings have been held with the Director of Operations (Hasler) and others.

XIV. Communications Committee: *Barbara Jarzyniecki*

a. FOIL Policy

Jarzyniecki introduced a revised FOIL Policy for adoption by the Board. Palmer asked for a motion. Jarzyniecki moved the motion and Robinson-Vay seconded the motion. The Policy was adopted unanimously.

She stated that a press release was distributed to the news media announcing the YWCP 'Day of Caring'. Norris asked that press releases be included in a section of the website.

Jarzyniecki reported that during the summer months, interns from Dixon & Schwabel will work with the school staff and students. There will be PR, creative design and communication experts joining the team.

XV. Principal's Report: *Toyia Wilson*

a. Admission/Enrollment Policy

Principal Wilson introduced a revised Admission/Enrollment Policy. She referred to the recruitment efforts and stated that there is an emphasis on enrolling target populations.

Palmer asked for a motion to accept the Admission/Enrollment Policy. Jarzyniecki advanced the motion and Colon seconded the motion. The Board adopted the Policy unanimously.

Norris offered suggestions on how to make YWCP more attractive to all students. She stated that creative marketing of the school programs to support families that fall within the categories is essential. Jarzyniecki stated that over the summer, the marketing materials and public presentations are being reviewed and revised.

b. Regents Visit to YWCP

Principal Wilson stated that Andrew Brown, Vice Chancellor, Board of Regents and Wade Norwood, Member of the Board of Regents visited the school on Tuesday. The event was a success and she felt that both were impressed with the students and staff and vowed to return when the school moves to the new site. She stated that the morning started with an agenda that included a presentation and breakfast, Q & A with the students and ended with observations and classroom walkthroughs.

c. Enrollment/Attendance

Principal Wilson reported that 258 students are enrolled at this time and attendance remains at 93%. She stated that future reports will include a breakdown by grade level. At the present time, the High School student attendance is 95% and Middle School attendance is 92%. Teachers continue to encourage the importance of attendance and work with students and their families.

d. Student Recruitment

Principal Wilson distributed a report including the lottery updates for 2016-2017 as of April 6, 2016. She stated that she is projecting an enrollment of 386 for the next school year and opened up an additional 10 seats for the 7th grade. There are waiting lists in grades 9-11. She stated that applications continue to be submitted and with applications, enrollment for next year as of April includes 369 students.

e. PRIDE Initiative

Principal Wilson stated that the PRIDE Initiative is taking hold throughout the school. Students are earning bucks and the focus is on being respectful and integrity.

f. State Testing

Principal Wilson reported that above 97% of the 7th grade students and 96% of the 8th grade students completed all parts of the ELA and Math test. She stated that discussions with students and families began in the beginning of the year as to the importance of attending school, participation during the testing period, the need to focus, do their best and take their time. Parents were asked to attend a meeting to hear their concerns and encouraged families to work and support their children during the testing period. She reported that 16 8th grade students, not tested will take the Algebra I Regents in June.

g. SED Site Visit

Principal Wilson stated that Ms. Nicole Henderson, SED representative visited the school on Thursday morning. She reviewed recruitment plan for targeted populations and stated that there is an emphasis at the Regents level to ensure that charter schools are making every effort to recruit students within these sub-groups. She discussed the renewal and the application process, Priority School designation the move to the Hoover Street facility and visited classrooms. She stated that Hasler, Director of Operations, the school administration and Board Members Palmer and Jarzyniecki also met with Ms. Henderson.

Upcoming Events

1. *Fundraiser at MBody, Saturday 21, 2016 to support Washington, DC trip.*
2. *PTSA sponsored Food Truck, Thursday, June 2, 2016, at Hoover Drive*
3. *Mother-Daughter Luncheon – TBD June at Hoover Drive*

XVI. School Operations: *Barbara Hasler*

a. Salary Schedule

Hasler introduced a new salary schedule for teachers and administrators. She stated that increases are factored into the budget assumption and are in line with teacher and administrator salaries throughout the City. She did state that the YWCP staff work more days and hours during the school year.

Palmer asked for a motion to accept the new Salary Schedule for teachers and administrators.

Colon advanced the motion and Duthiers seconded the motion. The Board voted unanimously. The salary schedule was adopted.

Hasler added that she is working on the new Food Service Application.

XVII. YWCP Foundation Report: *Cynthia Woolbright*

Woolbright reminded the Board of the upcoming event on May 11, 2016, "Table Champions" as preparation and recruitment for the next 2016 Leadership Breakfast to be held November 16, 2016.

XVIII. Old Business: None

XIX. New Business: None

XX. Adjourn to Executive Session: Personnel Matter

Palmer asked for a motion to enter into an Executive Session to discuss a personnel matter. Norris advanced the motion and Robinson-Vay seconded the motion. All were in favor.

Following discussion, Jarzyniecki motioned to return to the Regular Meeting and Colon seconded the motion.

XXI. Adjournment: Next Meeting: Board Retreat: Friday, June 3, 2016, Noon – 5:00, Nothnagle.

Palmer asked for a motion to adjourn the meeting. Norris advanced the motion and Colon seconded the motion. The meeting was adjourned at 9:43 pm. The next meeting is Friday, June 3, 2016 at Noon.

YWCP Board Retreat Meeting

Date: Friday, June 3, 2016
Time: Noon – 5:00 pm
Location: Nothnagle, 217 W. Main

Minutes have not been
officially adopted by the
Board. Adoption 8/5



Noon – 1:00 pm

Regular Board Meeting Minutes

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

Excused Absence: *Laura Norris*

School Administration Present: *Toyia Wilson, Barbara Hasler*

Presenters and Guests: *Jill Shahan, Andrea Rogers (Northeast Charter School Association (Retreat Session))*

I. Call to Order

Palmer called the meeting to order at Noon.

II. Roll Call:

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

III. Executive Report: Duffy Palmer

Palmer began by introducing Pam Kissel, who received SED approval to join the Board as of June 3, 2016.

1. Discussion: Nominations of New Board Members

Palmer addressed the request for names of potential Board Members to fill skill gaps as present Board Member Terms expire. He stated that several members of the Foundation Board (received from Cynthia Woolbright) are interested in joining the Board of Trustees. These individuals represent skill sets in finance, governance, marketing and communications. Palmer stated that it was important to add members with education and charter school experience. He indicated that there is an interested individual with years of education experience and held positions in K-12 and presently a professor at an area college.

Palmer asked for a motion to enter into an Executive Session to address a Personnel Matter. Suzanne Johnston advanced a motion, Mary Beth Robinson-Vay seconded the motion. All agreed.

Following the discussion, Palmer asked for a motion to return to the Business Meeting. Johnston advanced a motion, Robinson-Vay seconded the motion. All agreed.

2. 2016-2017 Board of Trustees Meeting Schedule (Annual Meeting September 9, 2016)

Palmer discussed the meeting schedule for 2016-17. At this time, it was decided to keep the meetings on the first Friday of the month at 8:00 am with two meetings scheduled on the first Thursday of the month in the evening (October and March) to accommodate members of the community who would like to attend. Jarzyniecki suggested coordinating with a PTSA scheduled meeting.

IV. Board Outstanding Business

1. *Governance Committee (Erika Duthiers, Barbara Jarzyniecki)*

- i. *Board Approval of Required Board Policies*
- ii. *Board Approval of the Student/Parent and Staff Handbooks*

Palmer asked Jarzyniecki to discuss the review of required policies. Jarzyniecki stated that she worked with Duthiers, all required policies were posted on the Board's SharePoint site for the Board's review. She stated that this review, suggested amendments and approval of policies will take place at the end of each school year and addressed at the Board's Annual Retreat scheduled in June. Jarzyniecki stated that there are a few policies that are being developed over the summer for Board approval. She asked if any of the Board members have suggested amendments to the policies. Board members stated that there are no amendments and are ready to approve all policies.

Palmer asked for a motion to approve all required Board Policies and the Student/Parent and Staff Handbooks. Jarzyniecki advanced the motion. Vossler seconded the motion. All were in favor and Policies were approved.

Jarzyniecki stated that by August 1st, a Policy Manual will be developed and uploaded on the YWCP website and the SharePoint site.

2. *Finance Committee*

i. *Approval of 2016-17 Budget*

Vossler presented several documents prior to the scheduled meeting for the Board's review. Vossler stated that the 2016-2017 Budget requires Board approval. The Finance Committee approved the Budget at its last meeting. She reported that despite a shortfall in revenue, the school is ahead of the Budget by 375,000 with a contingency of 7-8%. She stated that with careful planning, a reduction in expense items was made that did not have a negative impact the instructional program. She reviewed the main categories in line with revenue of the Budget (programs, medical, salary increases, rent, move to the new school site, added grade level, utilities for both buildings). She expressed the importance of meeting the enrollment projection in the Budget assumption. Vossler stated that there is a surplus of \$473,000 and the Budget is well above the State's requirements.

The Budget was reviewed with Principal Wilson to ensure that all instructional and program needs are met for the coming school year.

Principal Wilson stated that 55 families attended an open house at the Hoover site location. She has 18 completed applications and a number of families are expressing interest. She stated that as of May 31st, enrollment stands at 386 for the coming year. She presented a chart showing that 5 seats remain open at the 7th grade level and 1 seat at the 8th grade level.

Palmer asked for a motion to approve the FY17 Budget. Vossler advanced the motion and Kissel seconded the motion. All were in favor. The FY17 Budget was adopted unanimously.

V. Principal's Report: Toyia Wilson

Principal Wilson began by introducing a new format using a dashboard for Principal reports. She stated that following a discussion with the members of the Performance Evaluation Committee (Pam Kissel, Suzanne Johnston, Marie Cianca, Brooke Stafford-Brizard and Duffy Palmer), it was agreed to center reports on the school goals in the areas of academic progress, instruction (using current research to provide professional development to support school-wide priorities, daily walkthroughs), and student recruitment.

Assessment

Principal Wilson stated that it was important to review the assessments over time.

Kissel stated that she felt that there is a misalignment when using the SMI to what students are doing in the classroom and the common core test. Principal Wilson stated that she is considering shifting the SMI to a different, more advanced assessment and work with math specialists to identify where students fall taking a snapshot of the entire school.

Jill Shahren suggested looking at the Northwest Evaluation Association, an educational services organization known for interim assessments that accurately measures student growth and learning needs. She stated that schools are using this assessment along with supplements for struggling students.

Professional Development

Principal Wilson presented goals aligned to benchmarks using the Marzano school rubric to ensure that the Foundation Topic ties back to supporting teachers using learning targets to inform instruction. She stated to ensure quality instruction school-wide, the walkthroughs provide a snapshot of teacher performance over a period of time (4 week). She stated that when a teacher receives feedback that they are below the set target (below 95%) others share practices on how to improve. Successful strategies are shared at team meetings, staff lounge and during conversations on a daily basis.

Recruitment

Principal Wilson provided a chart with lottery updates and enrollment by grade level. She stated that enrollment is on target for next year.

Kissel asked what variables are used to enroll a 10th or 11th grade student. Principal Wilson stated that she closely reviews a student transcript and whether she is on track to graduate and then meets individually with families to suggest next steps. She felt it was important to be upfront with parents and assist with planning a schedule to ensure the students is on track to graduate.

The Committee suggested adding to the chart the projected enrollment for the upcoming years.

There were questions about numbers of students within grade levels. Hasler stated that students are listed in the grade level that match the credits needed to graduate. Students who are behind are scheduled during the day in the learning center for credit recovery work. It was suggested to add the number and grade level of students in credit recovery to the dashboard.

Attendance

Principal Wilson presented the attendance report by grade level. She stated that the overall attendance rate is 93%. She referred to the high school attendance rate which is close to 95%. She reported that the PBIS

Program concentrates on attendance of the 7th and 8th grade students. Teachers continue to meet and work with families.

Farash Foundation/St. John Fisher Grant

Principal Wilson stated that she met with Dr. Marie Cianca who is leading a Foundation grant working with Principals of Charter schools and providing professional development for school leaders. She provided Cianca with a tour during walkthroughs, Cianca was impressed with the systems in place: vocabulary and writing focus, lesson planning, goals aligned with common core standards and the professional development program. Cianca suggested sharing with other Charter School leaders.

Events

Principal Wilson congratulated the PTSA for the success of the Food Truck Rodeo held at the Hoover School site. She states that the event was well-planned and features food trucks, tours, a look at all school clubs headed by student representatives. Many families participated in the event and the PTSA is planning to host another event during homecoming and in the spring. She met with and invited the Neighborhood Association to attend.

VI. Director of Operations Report: Barbara Hasler

Hasler stated that she contracted with the Corrigan Moving Company to support the move to the new school site. She stated that the move begins on July 11th for 3-5 days.

Colon asked if the present landlord is aware of the moving plans. Hasler stated she has communicated with both building landlords that the month of July was scheduled for the move.

Palmer asked for the status of the lease for the new school site. Colon stated that she received a relined document and she is working through a few necessary terms and conditions.

VII. Adjourn: Motion to Enter into Board Retreat

Palmer asked for a motion to adjourn the Regular Business Meeting. Johnston advanced the motion and Kissel seconded the motion. All were in favor.

1:15 – 5:00 pm

Board Retreat Agenda

VIII. Call to Order: Duffy Palmer, Chair

Palmer introduced Jill Shahren and Andrea Rogers from the Northeast Charter School Association. He stated that both were invited to support the Board as members review the Charter School Renewal Application due August 1st.

IX. Review of the Charter Renewal Application by Section

Benchmark 4: Financial Conditions

Benchmark 5: Financial Management

Palmer asked Vossler to begin with a review of the financial performance goals, financial reporting and oversight and proposed 5-year budget. Vossler stated that the team spent time considering the long-term fiscal management impact as the Committee along with Principal Wilson and Hasler reviewed the facility option and its affordability, future enrollment projections and staffing, student schedules, grow-out to 12th grade and instructional programs. These were the prime factors when building the budget. Vossler stated that the budget is conservative on the revenue side, and noted the challenges with increasing cost to benefits, entering into the Teacher Retirement System, additional staffing and program needs as the school continues to add grades. She stated that the 5-year budget is all-inclusive.

Hasler reviewed narratives supporting Benchmark 4 responding to questions asked regarding financial management.

Rogers suggested that the narratives reflect more regarding support of the academic programs. For example, detail key decisions that the Board made recently to fund assessments (SRI and SMI), college counselor, credit recovery and learning recovery programs, investment in technology and support for the key design elements listed in the original charter.

Shahen stated that be more specific regarding the decision to enter into the Teacher Retirement System to retain the best administrative and teaching staff.

All agreed that a healthy cash flow and money in the bank is financially sound but it was important to address the academic gap when building the budget and setting aside dollars to support programs that would increase academic performance. Vossler stated that she plans to re-visit the 5-year budget with Principal Wilson and use the surplus to fund more staff, specialists (reading and math), and instructional programs to support student learning.

Benchmark 1 (due in October)

Benchmark 2

Principal Wilson reviewed this section and stated that the curriculum has transitioned over the last five years and shifted to ensure that all students have a path and a clear trajectory to college success. Staying true to the original charter, a significant amount of time was spent on aligning the State's Common Core Modules in English Language Arts and Math to the curriculum. She stated that emphasis is placed on professional development using the Understanding by Design Units and lesson planning strategies. Vertical Teams are in place to establish an understanding of advanced

placement curriculum and back-map the skills and knowledge that the students must master to be prepared for college success. Horizontal teams meet weekly to analyze grade level data and develop grade level plans. She stated that Advisory is the heart of the school culture and continues to focus on leadership development, study skills, school culture, wellness and college and career preparation. She reviewed various offerings in other areas of the school program.

Stafford-Brizard mentioned the shift in Foreign Language. She stated that Latin was the language of choice in the original charter but due to the lack of certified Latin teachers, the school shifted to online learning for the students who started a Latin program. Palmer stated that this was discussed at the last site visit with the authorizer. Principal Wilson stated that a decision was made to drop Latin and focus on offering Spanish to all students in order to successfully meet the mandated requirement for an advanced regents diploma.

Principal Wilson continued to review other sections related to Teaching and Learning with the Board.

Reviewing other Benchmark Sections, the following suggestions were made:

- revisit the assessments and the manner in which they are listed and why a decision was made to change, the evolution of the adjustment due to the common core and change in leadership
- address remediation (AIS)
- state how often data is reviewed and turned over to teachers' school-wide
- emphasize recruitment efforts to meet targeted populations and support services for SWD and ELLS
- tell the story about the evolution of the recruitment process over the last several years
- highlight how data is collected to address social emotional needs and the focus on the wellness of students and its effect on student learning
- explain how the Board took a step-back and hired an interim principal while conducting a national search for a permanent principal
- highlight the succession planning for staff and the Board

It was agreed that further work needs to be completed and individual Board members would re-visit their sections and respond to questions asked given the revised Charter Renewal Application.

X. Board Self-Assessment

Duthiers re-stated that the Board Self-Assessment Tool was developed through the Board's Governance Committee with a deadline for evaluating performance annually in April of each school year. The areas of focus: Board Governance and Stewardship, Open Meetings Law, Compliance with Original Charter By-Laws, Progress toward Performance Benchmarks, Financial Stability and Sustainability and Community Engagement. Although this is the first year of an official assessment, the Board has evaluated its performance, with assistance of an outside consultant at its annual Retreat each year. She stated that over the last 3 years, the Board participated in an annual Board Retreat focusing on its performance and progress toward goals working with an outside consultant.

Board Assessment Results

Duthiers presented the results of the Board's Self-Assessment conducted in April 2016. The majority of the Board felt that its goals were met across the survey topics. Following a discussion, the Board felt that it needed to continue to improve in the areas listed below:

- More extensive monitoring of the school's academic data and decision making based on that data.
- Monitor more closely the academic and organizational policies of the school
- Provide more oversight to ensure that the key design elements of the charter are addressed
- Ensure that Board members met with parents and attend parent sponsored meetings and events
- Improve the orientation/training of new Board Members (a job description was recently developed)
- Make a concentrated effort to continue to meet with school faculty, parents, the community and visit the school
- Review progress towards long and short term goals.

XI. Adjournment: Next Meeting: Friday, September 9, 2016, Annual Board Meeting, Business Meeting and Election of Officers

Palmer thanked Shahren and Rogers for their support and candid suggestions throughout the review of the response to the application. Palmer asked for a motion to adjourn the retreat portion of the meeting. Jarzyniecki motioned and Robinson-Vay seconded the motion. The meeting was adjourned.

Enrollment, Recruitment & Retention Targets

YWCP continues to actively seek to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch.

Plan to Meet Enrollment & Retention Targets & Maintain Sufficient Enrollment Demands

YWCP attracts and retains our students from our target population, female students in the City of Rochester, from the lowest income neighborhoods. Efforts are made to recruit actively from schools with high numbers of LEP students and students with disabilities. YWCP's population reflects that of the Rochester City School District. Recruitment events are advertised through direct mailings to the homes of sixth grade students. For this year's recruitment efforts, the school used and will continue to use, "robo" calls. This allows us to connect with families who have daughters currently in the RCSD This has provided the school with a number of applicants. The list of students is *provided* to YWCP by the Rochester City School District. Events are made public through social media (Facebook), radio, posters in schools and recreation centers, and emails to PTA groups and school leaders and teachers in the Rochester City School District.

YWCP continues to work to align the percentages on the students in the target subgroups by adding:

- i. Extended advertisements to local Bi-Lingual newspapers
- ii. Work to be more explicit about how YWCP supports IEPs for SWD and include that in the recruitment information
- iii. A team of 12 interns from Dixon Schwabl, a large regional advertising company to revamp our recruitment materials to focus on the ELL population, students who live in poverty and students who may have special needs.

Open house events are held 8 times annually, inviting families to tour the school, meet the staff, and learn more about our programs and events. Individual tours are also arranged for families who cannot attend the larger events because of work commitments or other considerations.

Specific pipelines for LEP and students with disabilities are identified and YWCP students and staff visit schools with high LEP populations to meet these students and recruit them to apply at YWCP.

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. As the population changes in Rochester and immigrants move to this district we will revisit the languages we provide materials.

YWCP special education coordinators, teachers, and school leaders maintain high levels of communication to ensure that appropriate records and IEPs or 504 documents are obtained from the host district in a timely fashion. In addition, YWCP makes every effort to serve students in the least restrictive environment.

Parents may request a tour and students are encouraged to visit the school and shadow our students to explore the option of YWCP. We have informed the Committee on Special Education Chairpersons from our host district of our desire to increase the number of pupils with IEPs at YWCP. We will continue to work with the district in encouraging these students to attend our school.

Throughout the school's recruitment and enrollment designated timeframe, YWCP has maintained adequate levels of enrollment according to the terms of its charter, statute and regulations.

YWCP Student Recruitment Plan/ Strategies

With the appointment of the new principal there has been a greater emphasis on recruitment and retention. Therefore, the Principal assigned a dedicated member of the administrative staff to act as the recruitment czar. This individual who acts as Principal's liaison to families, monitors the tasks, attends events and coordinates school events. Other strategies included with the plan:

- A calendar of special school events, recognition of school success stories, open houses, tours, community outreach events, students participation in the community, visits to RCSD elementary schools was developed
- Talking points for all staff, parents, and students, Board of Trustees, Foundation Board, key constituents to know how we differentiate YWCP from others was developed
- Mailing list for all 6th grade students and 8th grade students throughout Rochester was obtained and postcards with invitations to school tours and open houses was included
- Eight Open Houses for interested families hosted in November, December, January and March.
- A more user friendly application for all families, especially an online version, was developed. Families now had access to the application online
- Assistance in filling out the applications was available for parents and responses to questions were provided in a timely manner.
- A self-addressed stamped envelope for those who took an application was provided
- A record of the names and email addresses of all families who took an application or showed interest was kept for additional outreach and personal contact
- Applications to interested families with a return stamped envelope were mailed
- School information packets with applications were distributed in feeder schools, churches, targeted businesses, recreations centers, at community events, stores, etc., including a business card (who to contact)
- A direct mail postcard campaign was executed
- A Parent Ambassador Program was launched through the PTSA to speak about the school's programs and the positive effect it has had on their daughter's education
- Tours scheduled on an ongoing basis

Connection to the school community is important for new interested families to interact with YWCP school staff and students and can be the most influential factor in selecting YWCP. The following activities promoted this connection:

- A series of sessions scheduled throughout the year to "Talk with the Principal" inviting interested families and members of the community to attend
- Community events promoted and hosted throughout the year
- A Student-organized school "Marketing Club"
- Our website as an essential promotional and marketing tool.
- The website is the first place a parent may begin their search for a school and is a hub of news, activity, information and stories, testimonials from families and students about the school
- Facebook drives traffic to YWCP website and application to apply promoting the enrollment process
- Facebook engages and maintain social media relationships with students, parents and prospective students to boost interest in enrollment

Evaluation of Recruitment Plan

Data collected, such as recruitment dashboard reviewed at board meetings around recruitment and outreach is used to evaluate and change the program as needed

Re-Recruited Current Families

It is important to continue to share the successes with current families, address concerns up front and engage in constant communication through newsletters, emails and phone calls. We work hard to keep families engaged in and supported by the YWCP community.



Entry 12 Teacher and Administrator Attrition

Created: 07/20/2016

Last updated: 07/26/2016

Report changes in teacher and administrator staffing.

Page 1

Instructions for completing the Teacher and Administrator Attrition Tables

The following tables reflect formatting in the online portal required for Regents authorized charter schools. Schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2015; the FTE for added staff from July 1, 2015 through June 30, 2016; and the FTE for any departed staff from July 1, 2015 through June 30, 2016 using the two tables provided.

2015-16 Teacher Attrition Table

	FTE Teachers on June 30, 2015	FTE Teachers Departed 7/1/15 - 6/30/16	FTE Teachers Filling Vacant Positions 7/1/15 - 6/30/16	FTE Teachers Added in New Positions 7/1/15-6/30/16	FTE of Teachers on June 30, 2016
	23	8	7	1	23

2015-16 Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2015	FTE Administrators Departed 7/1/15 - 6/30/16	FTE Administrators Filling Vacant Positions 7/1/15 - 6/30/16	FTE Administrators Added in New Positions 7/1/15-6/30/16	FTE Administrative Positions on June 30, 2016
	4	2	2	0	4

Thank you



Entry 13 Uncertified Teachers

Last updated: 07/26/2016

Page 1

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.

Staff Qualifications (June 30, 2016)

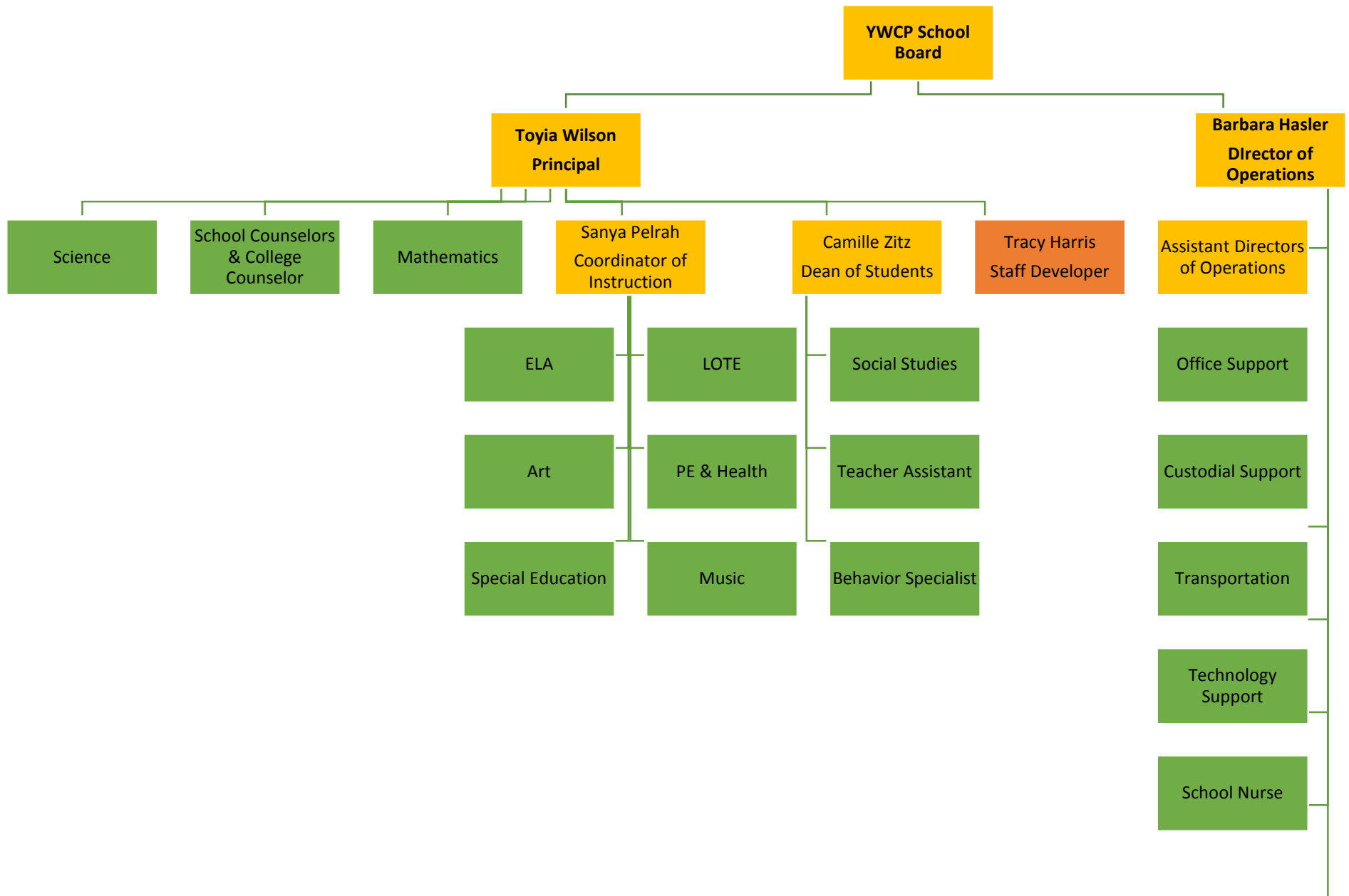
Note: Columns should sum to the FTE count of Teachers on June 30, 2016, and each teacher should be in only one column.

1. Total FTE Count of Uncertified Teachers (6-30-16)	3
2. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (6-30-16)	0
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-16)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-16)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-16)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-16)	3

Thank you.

Attachment H: Organizational Chart

YWCP
Personnel Organizational Chart 2016-17



Young Women's College Prep Charter School of Rochester
Academic Calendar 2016-2017

July

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

August

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		

September

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

October

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				

November

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		

December

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

January

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			

February

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			

March

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

April

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	
24	25	26	27	28

May

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		

June

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



School **not** in session



Summer Program (Grades 7, 8 and 9)



First Day of School



*June 23, 2017-Last Day of School = 190 Days