

# I. SCHOOL INFORMATION AND COVER PAGE

Created Sunday, July 28, 2013  
Updated Tuesday, July 30, 2013

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## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

261600861020 YOUNG WOMEN'S COLLEGE PREP CS

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Rochester

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
311 Flower City Park Rochester, NY, 14615	585-627-1590	585-627-1649	jgkourlias@youngwomenscolle geprep.org

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Contact Name	Jennifer Gkourlias, Ed. D.
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Title	Founding Principal
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

www.youngwomenscollegeprep.org

### 6. DATE OF INITIAL CHARTER

2011-08-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2012-08-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

**9. GRADES SERVED IN SCHOOL YEAR 2012-13**

Check all that apply

- 
- 7
- 

**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes/No	Name of CMO/EMO
No	

### 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

### 12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	311 Flower City Park Rochester, NY, 14615	585-627-1590	ROCHESTER CITY SD	7, 8	No	Rent/Lease
Site 2						
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Jennifer Gkourlias, Ed. D.	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Barbara Hasler	[REDACTED]		[REDACTED]
Compliance Contact	Jennifer Gkourlias, Ed. D.	[REDACTED]		[REDACTED]
Complaint Contact	Duffy Palmer	[REDACTED]		[REDACTED]

13. Are the School sites co-located?

No

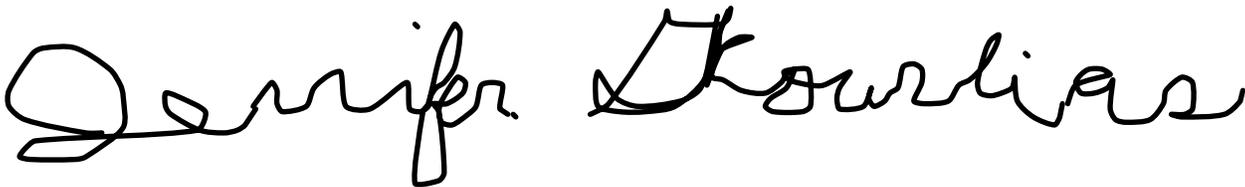
14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

16. 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 use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "Jennifer Kourlias". The signature is written in a cursive style with a large initial 'J'.

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads "Aubrey Palmer". The signature is written in a cursive style with a large initial 'A'.

Thank you.

# Signature Page for President of Board of Trustees

Created Monday, July 29, 2013

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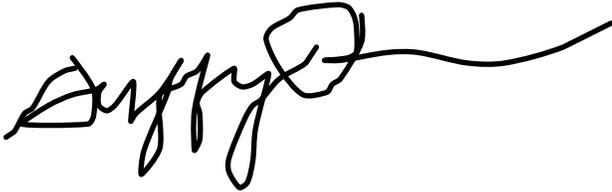
Page 1

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- Yes
- 

Signature, Board President

A handwritten signature in black ink, appearing to read "Duffy", with a long horizontal flourish extending to the right.

Thank you.

# Appendix A: Progress Toward Goals

Created Tuesday, July 30, 2013

Updated Thursday, October 31, 2013

## Page 1

Charter School Name: 261600861020 YOUNG WOMEN'S COLLEGE PREP CS

### 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).

URL is not available

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

#### 2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	100% Reading on Grade Level by 8/2013 for Class of 2018	Scholastic Reading Inventory Target Lexile 750-1150	Advanced Proficiency-13% <input type="checkbox"/> 13% Proficient 36% <input type="checkbox"/> 45% Basic Level 36 <input type="checkbox"/> 29% Below Basic 14% <input type="checkbox"/> 13%	RTI Model of Progress Monitoring is established  Research Based Reading interventions employed: Read 180 is a research based reading recovery intervention that all basic level students will take as a daily course in 13-14 school year  Below Basic intervention: System 44, designed to address students reading needs at the phonemic level addressing more specific reading disabilities

Academic Goal 2	Mathematics Goal: 25% Exceeding State Standards 65% Meeting State Standards 10% Approaching State Standards	Scholastic Math Inventory	Pre Test -> Post Test* Advanced: 1% ->1% Proficient: 11% -> 22% Basic: 30% -> 28% Below Basic: 58% ->50% *Exams taken in September 2012 and January 2013. June assessment was a performance design task aligned to the Common Core Standards.	-RTI Intervention Teams -Outcome Recovery Model -Progress monitoring and curriculum aligned to Common Core Standards -Common Formative Assessments developed, monitored, and addressed in grade level teams and faculty collectively examines data and works school-wide to ensure goal attainment
Academic Goal 3	Establish Progress Reporting System Aligned to the Common Core NYS Standards	100% of students receive interim and end of term progress reports aligned to Common Core NYS Standards	Goal Met 100% attainment 100% of students received feedback on the degree of progress toward each standard on a scale of: Not Meeting- 1 Approaching with high levels of support-2 Independently and consistently performs to grade level standard- 3 Independently and consistently exceeds grade level standards-4	Power School was selected as the schools operating system and a custom report card designed to specifically measure the Common Core NYS Standards was created that allows students, families, and teachers to monitor attainment of each standard for all subject areas.
Academic Goal 4	Individual Learning Plans (ILP) Developed for Every Student	100% of students complete ILP	100% of YWCP students completed an individualized learning plan and revisited the plans a minimum of 3 times during the academic year.	ILPs are strength-based and developed in advisory with student advisors to note long term college and career goals, extracurricular activities, current academic standing, and set and measure progress toward individual goals
Academic Goal 5	NYS Math Common Core Assessment Goal: Target Pass Rate: 20% Math 7/8 Target Pass Rate: 20%	New York State Common Core Mathematics Assessment	2013 May: 7th grade performance 3.9% Passed Math 7	
Academic Goal 6	NYS ELA Common Core Assessment Target Pass Rate: 25%	New York State Common Core ELA Assessment	2013 May: 7th grade performance 8.9% Passed ELA 7	

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Positive School Culture/Climate to support mental health needs of students/families	Measurable: 100% of students will report they belong and they fit in at YWCP  Metric: Summer Bridge Survey, Student Climate Survey	Data: Summer Bridge Program Satisfaction Data: -70/75 attended, a 93% attendance rate. • 98% of respondents said they would recommend Summer Bridge to next year's incoming 7th-grade class. • 88% said their overall experience at Summer Bridge was satisfactory or exceptional. • 98% said Summer Bridge increased their comfort level with their peers. • 70% felt Summer Bridge prepared them for the rigorous academic culture of YWCP.	YWCP will partner in Y2 with Center for Youth, a local non-profit center servicing the needs of children and families, including counseling, after hours care, and a full time mental health counselor; YWCP will continue its partnership with Partners in Restorative Initiatives and Commitment to Restorative School Culture and Practices
Org Goal 2	Advisory program established with low pupil-advisor ratio	100% students participate in Respect Institute pilot program implemented during advisory	100% of students experienced a daily advisory, enhanced with the Respect Curriculum which impacts girls' resilience and ability to cope with stress and adversity for increased life outcomes	YWCP will continue to partner with the Respect Institute. A revised curriculum will reflect changes from 12-13 pilot. A new research-based instrument measuring belonging and resilience will be implemented to evaluate pre/post measures.
Org Goal 3	Partnerships established with community organizations to support goals of YWCP	A minimum of 4 significant partnerships will be forged to support the goals of the charter in raising the academic outcomes of YWCP students	Measure: 8 Significant Partnerships were formed: Nazareth College of Rochester; Women's Foundation of the Genesee Valley, Rochester Community Foundation, American Association of University Women, Akwaaba Heritage Associates, University of Rochester Margaret Warner Graduate School of Education, Rochester Philharmonic Orchestra.	Comments: YWCP Continues to foster partnerships with community organizations that provide financial or organizational support to increase the learning outcomes of our students. New partnerships for 13-14: United Way of Greater Rochester, Center for Youth
Org Goal	Partnerships established with community	YWCP will align its school design and programs to the	Goal Met	Notes: YWCP continues to partner with the YWLN.

4	organizations to support goals of YWCP Charter Alignment to Young Women's Leadership Network Goals of: Cultivating Leadership College Readiness Service Learning	key elements of the YWLN Schools.	Founding Principal visits network schools, collaborates with other principals of network schools, and monitors progress and alignment with school programs, scheduling, grading, and offering practices.
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## 2b.1 Do you have more organizational goals to add?

No

## 2c. FINANCIAL GOALS

### 2012-13 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Maintain adequate cash position with no debt.	Net cash position and debt position.	Goal was attained as the school exited FY13 with no debt and a cash position of approximately \$80,000.	NA
Financial Goal 2	Achieve an Operating Surplus consistent with the FY13 Budget.	Increase in Net Assets actual compared to Budget.	Goal was attained as the school's net asset position increased by approximately \$130K as compared to a budgeted increase of \$90K.	NA
Financial Goal 3	Ensure financial controls are designed and in place to ensure sound fiscal management.	Written financial policies and purchasing procedures have been developed and approved by the board. School administration is implementing approved practices.	Goal of documented policies was achieved. The School Administration continues to work towards ensuring that all policies are followed especially as they relate to approval of expenditures.	NA

# Appendix B: Total Expenditures and Administrative Expenditures per Child

Young Women's College Prep Charter School of Rochester

1. Total Expenditures per Pupil

$\$1,206,819$  (Total Expenditures)  $\div$  81(BEDS Day Count) =  $\$14,899$  per pupil

2. Administrative Expenditures per Pupil

$\$185,250$  (Administration Salaries)  $\div$  81(BEDS Day Count) =  $\$2,287$  per pupil



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<b>Financial</b>
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<b>School Name:</b>
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<b>Date:</b>
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<b>School Fiscal Contact Name:</b>
<b>School Fiscal Contact Email:</b>
<b>School Fiscal Contact Phone:</b>
<b>District of Location:</b>
<b>Authorizer:</b>
<b>Years of Operation:</b>
<b>Facility:</b>
<b>Grades Currently Served:</b>
<b>Planned Grades at Full Capacity:</b>
<b>Enrollment:</b>
<b>Max Enrollment:</b>
<b>Year of Most Recent Data</b>
<b>School Fiscal Contact Phone:</b>

<b>School Audit Firm Name:</b>
<b>School Audit Contact Name:</b>
<b>School Audit Contact Email:</b>
<b>School Audit Contact Phone:</b>

<b>Latest Audit Period (through June 30):</b>
<b>Do Not Use this Box</b>



## Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**XYZ Charter School**

Enter Submission Date (mm/dd/yyyy)

SchoolFiscal\_ContactName

SchoolFiscal\_ContactName\_E-mail

555-555-1212

CSD of Location

SED

xxx

Private or Public

K-12

K-12

XXX

YYY

2012

555.555.5555 ext. 123

SchoolAudit\_FirmName

SchoolAudit\_FirmName\_ContactName

SchoolAudit\_ContactEmail

555-555-1313

2012

XYZ Charter School2012

**FILL IN GRAY CELLS**

**YWCP Charter School**

**STATEMENTS OF FINANCIAL POSITION**

FOR THE YEARS ENDED JUNE 30,

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$53,857	\$21,891
Grants and contracts receivable	38,021	64,239
Accounts receivables	-	531
Inventory	-	-
Prepaid Expenses	-	1,475
Contributions and other receivables	-	-
Other	14,416	-
<b>TOTAL CURRENT ASSETS</b>	<u>\$106,294</u>	<u>\$88,136</u>
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	44,242	-
Restricted Cash	25,000	-
<b>OTHER ASSETS</b>	<u>\$69,242</u>	<u>\$-</u>
<b>TOTAL ASSETS</b>	<u>\$175,536</u>	<u>\$88,136</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$2,837	\$5,206
Accrued payroll and benefits	19,578	4,500
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	60,000
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<u>\$22,415</u>	<u>\$69,706</u>
<b>LONG-TERM DEBT, net current maturities</b>	<u>\$-</u>	<u>\$-</u>
<b>TOTAL LIABILITIES</b>	<u>\$22,415</u>	<u>\$69,706</u>
<b>NET ASSETS</b>		
Unrestricted	\$153,121	\$18,430
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>\$153,121</u>	<u>\$18,430</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$175,536</u>	<u>\$88,136</u>
	<i>Check</i>	-

**FILL IN GRAY CELLS**

**YWCP Charter School**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30,**

	2013			2012
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$956,807	\$-	\$956,807	\$-
Federal - Title and IDEA	95,192	-	95,192	-
Federal - Other	-	-	-	-
State and City Grants	242,840	-	242,840	153,589
Contributions and private grants	46,745	-	46,745	50,799
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$1,341,584	\$-	\$1,341,584	\$204,388
<b>EXPENSES</b>				
Program Services				
Regular Education	\$833,882	\$-	\$833,882	\$-
Special Education	71,300	-	71,300	-
Other Programs	19,432	-	19,432	31,221
Total Program Services	\$924,614	\$-	\$924,614	\$31,221
Supporting Services				
Management and general	\$282,279	\$-	\$282,279	\$154,737
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	\$1,206,893	\$-	\$1,206,893	\$185,958
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$134,691	\$-	\$134,691	\$18,430
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$-	\$-	\$-	\$-
<b>CHANGE IN NET ASSETS</b>	\$134,691	\$-	\$134,691	\$18,430
NET ASSETS BEGINNING OF YEAR	\$18,430	\$-	\$18,430	\$-
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$153,121	\$-	\$153,121	\$18,430

# Audited Financial Statement Checklist

Created Thursday, October 31, 2013

Updated Friday, November 01, 2013

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	False	True	False
CSP Agreed Upon Procedures (if applicable)	True	False	False
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	False	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	False	True
Report on Internal Control over Financial Reporting	True	False
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	False	True

Thank you Jennifer .

**YOUNG WOMEN'S COLLEGE PREP  
CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**Consolidated Financial Statements  
as of June 30, 2013 and 2012  
Together with  
Independent Auditor's Report**

**Bonadio & Co., LLP**  
Certified Public Accountants

## INDEPENDENT AUDITOR'S REPORT

October 24, 2013

To the Boards of Trustees of  
Young Women's College Prep Charter School of Rochester  
and Young Women's College Prep, Inc.:

### **Report on the Financial Statements**

We have audited the accompanying consolidated financial statements of Young Women's College Prep Charter School of Rochester (the School) and Young Women's College Prep, Inc. (the Foundation) (New York not-for-profit corporations) (collectively, the Organization), which comprise the consolidated statements of financial position as of June 30, 2013 and 2012, and the related consolidated statements of activities and change in net assets, functional expenses, and cash flows for the year ended June 30, 2013 and for the period from inception (September 13, 2011 for the School and September 21, 2011 for the Foundation) through June 30, 2012, 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 consolidated 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 consolidated financial statements based on our audits. We conducted our audits 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 audits to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated 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 consolidated 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 consolidated financial statements.

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

171 Sully's Trail, Suite 201  
Pittsford, New York 14534  
p (585) 381-1000  
f (585) 381-3131

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(Continued)

## INDEPENDENT AUDITOR'S REPORT

(Continued)

### **Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of Young Women's College Prep Charter School of Rochester and Young Women's College Prep, Inc. as of June 30, 2013 and 2012, and the changes in their net assets and their cash flows for the year ended June 30, 2013 and for the period from inception (September 13, 2011 for the School and September 21, 2011 for the Foundation) through June 30, 2012 in accordance with accounting principles generally accepted in the United States.

### **Report on Supplementary Information**

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating information in Schedules I and II are presented for purposes of additional analysis of the consolidated financial statements rather than to present the financial position and results of operations of the School and the Foundation, and they are not a required part of the consolidated financial statements. The School's statement of functional expenses for the year ended June 30, 2013 (Schedule III) is presented for purposes of additional analysis and is also not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2013 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and 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 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 Organization's internal control over financial reporting and compliance.

*Bonadio & Co., LLP*

**YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**CONSOLIDATED STATEMENTS OF FINANCIAL POSITION  
JUNE 30, 2013 AND 2012**

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	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
CURRENT ASSETS:		
Cash	\$ 133,736	\$ 82,046
Grants receivable	38,021	64,239
Current portion of pledges receivable	44,018	-
Prepaid expenses and other assets	<u>31,824</u>	<u>2,006</u>
Total current assets	247,599	148,291
PLEDGES RECEIVABLE, net of current portion	52,072	-
DESIGNATED CASH	25,000	-
PROPERTY AND EQUIPMENT, net	<u>25,879</u>	<u>-</u>
	<u>\$ 350,550</u>	<u>\$ 148,291</u>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES:		
Note payable	\$ -	\$ 60,000
Accounts payable and accrued expenses	27,500	9,706
Deferred revenue	<u>-</u>	<u>33,000</u>
Total current liabilities	<u>27,500</u>	<u>102,706</u>
<b>NET ASSETS</b>		
Unrestricted	226,960	45,585
Temporarily restricted	<u>96,090</u>	<u>-</u>
Total net assets	<u>323,050</u>	<u>45,585</u>
	<u>\$ 350,550</u>	<u>\$ 148,291</u>

The accompanying notes are an integral part of these statements.

**YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**CONSOLIDATED STATEMENTS OF ACTIVITIES AND CHANGE IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2013 AND  
FOR THE PERIOD FROM INCEPTION (SEPTEMBER 13, 2011 FOR THE SCHOOL AND  
SEPTEMBER 21, 2011 FOR THE FOUNDATION) THROUGH JUNE 30, 2012**

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	<u>2013</u>	<u>2012</u>
REVENUE AND SUPPORT:		
Public school district	\$ 948,822	\$ -
New York State grants	358,420	153,589
Other grants	83,000	53,000
Contributions	<u>208,108</u>	<u>34,296</u>
Total revenue and support	<u>1,598,350</u>	<u>240,885</u>
EXPENSES:		
Program - regular education	1,067,407	35,730
Management and general	167,650	155,410
Fundraising	<u>85,828</u>	<u>4,160</u>
Total expenses	<u>1,320,885</u>	<u>195,300</u>
CHANGE IN NET ASSETS	277,465	45,585
NET ASSETS - beginning of year	<u>45,585</u>	<u>-</u>
NET ASSETS - end of year	<u>\$ 323,050</u>	<u>\$ 45,585</u>

The accompanying notes are an integral part of these statements.

**YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2013**

	Program Services				Supporting Services		
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total
Personnel services costs:	\$ 165,012	\$ -	\$ -	\$ 165,012	\$ 86,192	\$ 33,565	\$ 119,757
Administrative staff personnel	304,082	112,180	-	416,262	-	-	-
Instructional personnel	10,962	-	-	10,962	-	-	-
Non-instructional personnel	-	-	-	-	-	-	-
Total personnel services costs	480,056	112,180	-	592,236	86,192	33,565	119,757
Fringe benefits and payroll taxes	105,104	22,373	-	127,477	16,571	3,122	19,693
Accounting/audit services	-	-	-	-	14,949	-	14,949
Other purchased/professional/consulting services	7,156	-	-	7,156	2,089	-	2,089
Building and land rent/lease	87,478	-	-	87,478	4,605	-	4,605
Repairs and maintenance	6,003	-	-	6,003	14,276	-	14,276
Insurance	11,108	1,094	-	12,202	9,541	-	9,541
Utilities	16,358	-	-	16,358	636	-	636
Supplies/materials	23,167	-	-	23,167	476	1,904	2,380
Equipment/furnishings	18,746	-	-	18,746	-	-	-
Staff development	4,348	-	-	4,348	810	3,241	4,051
Marketing/recruitment	10,814	-	-	10,814	659	2,636	3,295
Technology	51,297	-	-	51,297	-	-	-
Food service	-	-	19,432	19,432	-	-	-
Student services	46,384	-	-	46,384	8,119	32,476	40,595
Office expense	19,330	-	-	19,330	-	-	-
Depreciation	2,262	-	-	2,262	-	-	-
Other	22,717	-	-	22,717	8,727	8,884	17,611
Total expenses	\$ 912,328	\$ 135,647	\$ 19,432	\$ 1,067,407	\$ 167,650	\$ 85,828	\$ 253,478
							\$ 1,320,885

The accompanying notes are an integral part of these statements.

**YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE PERIOD FROM INCEPTION (SEPTEMBER 13, 2011 FOR THE SCHOOL AND  
SEPTEMBER 21, 2011 FOR THE FOUNDATION) THROUGH JUNE 30, 2012**

	Program Services				Supporting Services			Total
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	
Personnel services costs:	\$ 27,292	\$ -	\$ -	\$ 27,292	\$ 109,170	\$ -	\$ 109,170	\$ 136,462
Administrative staff personnel	-	-	-	-	-	-	-	-
Instructional personnel	-	-	-	-	-	-	-	-
Non-Instructional personnel	-	-	-	-	-	-	-	-
Total personnel services costs	27,292	-	-	27,292	109,170	-	109,170	136,462
Fringe benefits and payroll taxes	3,929	-	-	3,929	15,714	-	15,714	19,643
Accounting/audit services	-	-	-	-	-	-	-	-
Other purchased/professional/consulting services	-	-	-	-	7,679	-	7,679	7,679
Building and land rent/lease	-	-	-	-	-	-	-	-
Repairs and maintenance	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	2,505	-	2,505	2,505
Utilities	-	-	-	-	-	-	-	-
Supplies/materials	-	-	-	-	82	-	82	82
Equipment/furnishings	-	-	-	-	-	-	-	-
Staff development	-	-	-	-	5,991	-	5,991	5,991
Marketing/recruitment	-	-	-	-	9,062	3,710	12,772	12,772
Technology	-	-	-	-	31	-	31	31
Food service	-	-	-	-	-	-	-	-
Student services	-	-	-	-	-	-	-	-
Office expense	-	-	-	-	3,463	-	3,463	3,463
Depreciation	-	-	-	-	-	-	-	-
Other	4,509	-	-	4,509	1,713	450	2,163	6,672
Total expenses	\$ 35,730	\$ -	\$ -	\$ 35,730	\$ 155,410	\$ 4,160	\$ 159,570	\$ 195,300

The accompanying notes are an integral part of these statements.

**YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**CONSOLIDATED STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2013 AND  
FOR THE PERIOD FROM INCEPTION (SEPTEMBER 13, 2011 FOR THE SCHOOL AND  
SEPTEMBER 21, 2011 FOR THE FOUNDATION) THROUGH JUNE 30, 2012**

	<u>2013</u>	<u>2012</u>
CASH FLOW FROM OPERATING ACTIVITIES:		
Revenue from school districts	\$ 936,419	\$ -
Grant revenues	463,656	175,350
Miscellaneous sources	128,188	34,296
Payments to vendors for goods and services rendered	(421,584)	(31,495)
Payments to charter school personnel for services rendered	<u>(941,848)</u>	<u>(156,105)</u>
Net cash flow from operating activities	<u>164,831</u>	<u>22,046</u>
CASH FLOW FROM FINANCING ACTIVITIES:		
Repayment of note payable	(60,000)	-
Proceeds from borrowing on note payable	<u>-</u>	<u>60,000</u>
Net cash flow from financing activities	<u>(60,000)</u>	<u>60,000</u>
CASH FLOW FROM INVESTING ACTIVITIES:		
Increase in designated cash	(25,000)	-
Purchases of property and equipment	<u>(28,141)</u>	<u>-</u>
Net cash flow from investing activities	<u>(53,141)</u>	<u>-</u>
CHANGE IN CASH	51,690	82,046
CASH - beginning of year	<u>82,046</u>	<u>-</u>
CASH - end of year	<u>\$ 133,736</u>	<u>\$ 82,046</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:		
Change in net assets	\$ 277,465	\$ 45,585
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation	2,262	-
(Increase) decrease in assets:		
Grants receivable	26,218	(64,239)
Pledges receivable	(96,090)	-
Prepaid expenses and other assets	(29,818)	(2,006)
Increase (decrease) in liabilities:		
Accounts payable and accrued expenses	17,794	9,706
Deferred revenue	<u>(33,000)</u>	<u>33,000</u>
Net cash flow from operating activities	<u>\$ 164,831</u>	<u>\$ 22,046</u>

The accompanying notes are an integral part of these statements.

# **YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND YOUNG WOMEN'S COLLEGE PREP, INC.**

## **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS JUNE 30, 2013 AND 2012**

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### **1. THE ORGANIZATION**

#### **Young Women's College Prep Charter School of Rochester**

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 four 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 September 13, 2011 and the 2012-2013 school year represents the School's first year of providing instruction. The School opened with 81 students in seventh grade in September 2012 and will add a grade annually until students are served through twelfth grade.

#### **Young Women's College Prep, Inc.**

Young Women's College Prep, Inc. (the Foundation) has been established with the direct purpose of supporting the School. The Foundation aims to provide a bridge between the Rochester community and the School. In addition to providing the School with financial support, the Foundation will provide selective student programming and mentoring to enhance the student's experiences at the School. The Foundation will also employ a CollegeBound Initiative counselor who will provide college awareness programs to the School's students.

### **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.

#### **Basis of Consolidation**

The accompanying financial statements include the consolidated accounts of the School and the Foundation (collectively, the Organization). All significant intercompany balances and transactions have been eliminated.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Financial Reporting

The Organization reports activities and the related net assets using the following net asset categories:

- **Unrestricted**  
Unrestricted net assets include resources that are available for use without any donor-imposed restrictions.
- **Temporarily Restricted**  
Temporarily restricted net assets include resources that have been donated to the Organization subject to donor-imposed or time restrictions. These restrictions are satisfied by either the passage of time or by the actions of the Organization.

### 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 State. 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.

### 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 Organization 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, 2013 and 2012, it was determined that an allowance for uncollectible accounts was not necessary.

### Pledges Receivable and Contribution Revenue

The Organization records pledges receivable and contribution revenue in the year an unconditional promise to give is made. Contributions are recognized when the donor makes an unconditional promise to give. Contributions that are restricted by the donor are reported as increases in unrestricted net assets, if the restrictions expire in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in temporarily restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the consolidating statement of activities and change in net assets as net assets released from restriction.

The Organization records an allowance for uncollectible accounts based on historical collection experience and a review of specific pledges outstanding. Accounts are written off against the allowance when uncollectibility becomes known. At June 30, 2013, it was determined that an allowance for uncollectible accounts was not necessary.

### Program Services

Regular education expenses include costs incurred in connection with the educational activities of the Organization. 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.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Program Services (Continued)**

During the School's initial period of operation, program service costs consisted primarily of review of published research into school design issues, startup challenges, and student achievement trends. These costs also included establishing performance standards and student assessment strategies, as well as curriculum development.

### **Cash**

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

### **Designated Cash**

In accordance with 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. At June 30, 2013, the School had designated funds totaling \$25,000, to satisfy this requirement.

### **Property and Equipment**

Equipment and Furniture is stated at cost or fair value at the date of donation. It is the Organization's policy to capitalize all additions greater than \$1,000 with a useful life in excess of two years. Depreciation is provided using the straight-line method over the estimated useful lives of the related assets, which range from 3 to 7 years

### **Donated Services**

Volunteers have donated significant amounts of time in support of the Organization'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 and the Foundation are exempt from income taxes as corporations qualified under Section 501(c)(3) of the Internal Revenue Code. The School and the Foundation have also been classified by the Internal Revenue Service as entities that are not private foundations.

For tax-exempt entities, their tax-exempt status itself is deemed to be an uncertainty, since events could potentially occur to jeopardize their tax-exempt status. As of June 30, 2013 and 2012, the Organization did not have a liability for unrecognized tax benefits. The School and the Foundation file informational returns in the U.S. federal jurisdiction.

### **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 Organization's primary source of funding is obtained from the New York State Department of Education and is reported as public school district revenue in the accompanying consolidated statements of activities and change in net assets. This funding is received on a per pupil basis and was approximately 59% of the School's total revenue for the year ended June 30, 2013. The Organization did not receive public school district revenue during its initial period ending June 30, 2012.

### 4. TEMPORARILY RESTRICTED NET ASSETS

Net assets were temporarily restricted for the following purposes at June 30, 2013:

Time restriction - Leadership Circle	\$	66,090
Program purposes		<u>30,000</u>
	\$	<u>96,090</u>

The Organization did not have any temporarily restricted net assets at June 30, 2012.

### 5. PLEDGES RECEIVABLE

Outstanding pledges are due as follows during the years ending June 30:

2014	\$	44,018
2015		13,018
2016		13,018
2017		13,018
2018		<u>13,018</u>
	\$	<u>96,090</u>

### 6. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30, 2013:

Equipment	\$	22,365
Property		<u>5,776</u>
		28,141
Less: Accumulated depreciation		<u>(2,262)</u>
	\$	<u>25,879</u>

Depreciation expense was \$2,262 for the year ended June 30, 2013. The Organization did not hold any property and equipment during the initial period ended June 30, 2012.

## 7. FINANCING ARRANGEMENTS

### Note Payable

In December 2011, the Organization borrowed \$60,000 under the terms of a note payable to a bank that required interest only payments through June 2012. All unpaid interest and principal was due and payable in June 2012. Amounts outstanding under the terms of this agreement bore interest at the prime interest rate plus 2.30% (5.55% at June 30, 2012), were secured by the Organization's deposits at the bank, and were guaranteed by one of the Organization's Trustees. At June 30, 2012, the amount outstanding under the terms of the note payable was \$60,000. There were no amounts outstanding at June 30, 2013.

### Line of Credit

During the year ended June 30, 2013, the Organization entered into a line of credit agreement with a bank allowing the Organization to borrow up to \$75,000 for operating purposes. Amounts borrowed bear interest at the prime interest rate plus 1.50% (4.75% at June 30, 2013), are unsecured, and are guaranteed by one of the Organization's Trustees. There were no amounts outstanding under the terms of this agreement at June 30, 2013.

### Interest

Interest expense and the amount of interest paid with respect to the above agreements were approximately \$2,000 and \$1,400 during the years ended June 30, 2013 and 2012, respectively.

## 8. COMMITMENTS

Effective July 1, 2013, the School entered into a noncancelable lease agreement for its school that requires monthly payments of \$14,417 through June 2014, monthly payments of \$18,750 from July 2014 through June 2015, and monthly payments of \$19,583 from July 2015 through June 2016.

Future minimum annual payments are as follows for the years ending June 30:

2014	\$	173,000
2015		225,000
2016		<u>235,000</u>
	\$	<u>633,000</u>

Rent expense under the terms of the School's previous lease agreement was \$92,083 for the year ended June 30, 2013 and \$0 during the School's initial period of operation.

## 9. RETIREMENT PLAN

Effective July 1, 2012, the School established a tax-sheltered annuity 403(b) retirement plan (the Plan) for all salaried employees. These employees are eligible to participate in the Plan upon hiring and are vested in the School's contributions upon continuation of service after the completion of one year. The School makes contributions to the Plan equal to 3.0% of the employee's annual salary. The School's contributions to the Plan for the year ending June 30, 2013 were \$10,367.

## 10. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 24, 2013, which is the date the financial statements were available to be issued.

**YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**CONSOLIDATING STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2013**

	Young Women's College Prep Charter School of Rochester		Young Women's College Prep, Inc.					
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total	Eliminations	Total
<b>ASSETS</b>								
CURRENT ASSETS:								
Cash	\$ 53,857	\$ -	\$ 53,857	\$ 79,879	\$ -	\$ 79,879	\$ -	\$ 133,736
Grants receivable	38,021	-	38,021	-	-	-	-	38,021
Current portion of pledges receivable	-	-	-	-	44,018	44,018	-	44,018
Prepaid expenses and other assets	31,824	-	31,824	-	-	-	-	31,824
Total current assets	123,702	-	123,702	79,879	44,018	123,897	-	247,599
PLEDGES RECEIVABLE, net of current portion	-	-	-	-	52,072	52,072	-	52,072
DESIGNATED CASH	25,000	-	25,000	-	-	-	-	25,000
PROPERTY AND EQUIPMENT, net	25,879	-	25,879	-	-	-	-	25,879
	\$ 174,581	\$ -	\$ 174,581	\$ 79,879	\$ 96,090	\$ 175,969	\$ -	\$ 350,550
<b>LIABILITIES AND NET ASSETS</b>								
CURRENT LIABILITIES:								
Accounts payable and accrued expenses	\$ 25,192	\$ -	\$ 25,192	\$ 2,308	\$ -	\$ 2,308	\$ -	\$ 27,500
Total current liabilities	25,192	-	25,192	2,308	-	2,308	-	27,500
<b>NET ASSETS</b>								
	149,389	-	149,389	77,571	96,090	173,661	-	323,050
	\$ 174,581	\$ -	\$ 174,581	\$ 79,879	\$ 96,090	\$ 175,969	\$ -	\$ 350,550

The accompanying notes are an integral part of these schedules.

**YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**CONSOLIDATING STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2013**

	Young Women's College Prep Charter School of Rochester		Young Women's College Prep, Inc.					
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total	Eliminations	Total
REVENUE AND SUPPORT:								
Public school district	\$ 948,822	\$ -	\$ 948,822	\$ -	\$ -	\$ -	\$ -	\$ 948,822
New York State grants	358,420	-	358,420	-	-	-	-	358,420
Other grants	-	-	-	53,000	30,000	83,000	-	83,000
Contributions	46,745	-	46,745	140,461	66,090	206,551	(45,188)	208,108
Total revenue and support	1,353,987	-	1,353,987	193,461	96,090	289,551	(45,188)	1,598,350
EXPENSES:								
Program - regular education	1,076,834	-	1,076,834	35,761	-	35,761	(45,188)	1,067,407
Management and general	146,194	-	146,194	21,456	-	21,456	-	167,650
Fundraising	-	-	-	85,828	-	85,828	-	85,828
Total expenses	1,223,028	-	1,223,028	143,045	-	143,045	(45,188)	1,320,885
CHANGE IN NET ASSETS	130,959	-	130,959	50,416	96,090	146,506	-	277,465
NET ASSETS - beginning of year	18,430	-	18,430	27,155	-	27,155	-	45,585
NET ASSETS - end of year	\$ 149,389	\$ -	\$ 149,389	\$ 77,571	\$ 96,090	\$ 173,661	\$ -	\$ 323,050

The accompanying notes are an integral part of these schedules.

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

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2013**

	Program Services				Supporting Services		
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total
Personnel services costs:	\$ 151,026	\$ -	\$ -	\$ 151,026	\$ 77,801	\$ -	\$ 77,801
Administrative staff personnel	304,082	112,180	-	416,262	-	-	-
Instructional personnel	10,962	-	-	10,962	-	-	-
Non-instructional personnel	-	-	-	-	-	-	-
Total personnel services costs	466,070	112,180	-	578,250	77,801	-	77,801
Fringe benefits and payroll taxes	103,804	22,373	-	126,177	15,791	-	15,791
Accounting/audit services	-	-	-	-	14,949	-	14,949
Other purchased/professional/consulting services	7,156	-	-	7,156	2,089	-	2,089
Building and land rent/lease	87,478	-	-	87,478	4,605	-	4,605
Repairs and maintenance	6,003	-	-	6,003	14,276	-	14,276
Insurance	11,108	1,094	-	12,202	9,541	-	9,541
Utilities	16,358	-	-	16,358	636	-	636
Supplies/materials	22,374	-	-	22,374	-	-	-
Equipment/furnishings	18,746	-	-	18,746	-	-	-
Staff development	2,998	-	-	2,998	-	-	-
Marketing/recruitment	9,715	-	-	9,715	-	-	-
Technology	51,297	-	-	51,297	-	-	-
Food service	-	-	19,432	19,432	-	-	-
Student services	78,040	-	-	78,040	-	-	-
Office expense	19,330	-	-	19,330	-	-	-
Depreciation	2,262	-	-	2,262	-	-	-
Other	19,016	-	-	19,016	6,506	-	6,506
Total expenses	\$ 921,755	\$ 135,647	\$ 19,432	\$ 1,076,834	\$ 146,194	\$ -	\$ 146,194
							\$ 1,223,028

The accompanying notes are an integral part of these exhibits.

**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 24, 2013

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 consolidated financial statements of Young Women's College Prep Charter School of Rochester of Rochester (the School) and Young Women's College Prep, Inc. (the Foundation) (collectively, the Organization), which comprise the consolidated statements of financial position as of June 30, 2013 and 2012 and the related consolidated statements of activities and change in net assets, functional expenses, and cash flows for the year ended June 30, 2013, and have issued our report thereon dated October 24, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization'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 Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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. However, as described below, we identified a certain deficiency in internal control that we consider to be a material weakness.

*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. We consider the deficiency described below to be a material weakness.

*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.

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(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)

**Internal Control Over Financial Reporting (Continued)**

**Finding 2013-001**

The Organization was unable to reconcile a number of significant general ledger accounts as part of the 2013 audit process on a timely basis.

**Recommendation**

We recommend that the Organization develop procedures to ensure the timely reconciliation of all key general ledger accounts.

**Management Response**

Management agrees with recommendation. The Organization contracted with a bookkeeper for most of fiscal 2013 to record the monthly financial transactions and ensure that the Organization's bank accounts were reconciled timely. In fiscal 2014, management has engaged the services of an accounting firm to ensure that all general ledger accounts are reconciled on a timely basis.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization'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*.

**Organization's Response to Findings**

The Organization's response to the finding identified in our audit is described above. The Organization's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

**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 result of that testing, and not to provide an opinion on the effectiveness of the entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Bonadio & Co., LLP*

**YOUNG WOMEN'S COLLEGE PREP  
CHARTER SCHOOL OF ROCHESTER AND  
YOUNG WOMEN'S COLLEGE PREP, INC.**

**Communication of Matters Related to Internal Control  
Over Financial Reporting and Other Matters  
October 2013**

October 2013

To the Board of Trustees of  
Young Women's College Prep Charter School of Rochester of Rochester and  
Young Women's College Prep, Inc.:

In planning and performing our audit of the consolidated financial statements of Young Women's College Prep Charter School of Rochester (the School) and Young Women's College Prep, Inc. (the Foundation) (collectively, the Organization) as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing 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 Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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. However, we identified a deficiency in internal control that we consider to be a material weakness.

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.

The Organization's written responses to the internal control deficiencies identified in our audit have not been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, the Board of Trustees, and others within Young Women's College Prep Charter School of Rochester and Young Women's College Prep, Inc., and is not intended to be, and should not be, used by anyone other than these specified parties.

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*Bonadio & Co., LLP*

# YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER AND YOUNG WOMEN'S COLLEGE PREP, INC.

## COMMUNICATION OF MATTERS RELATED TO INTERNAL CONTROL OVER FINANCIAL REPORTING AND OTHER MATTERS OCTOBER 2013

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### REVIEW OF PRIOR YEAR RECOMMENDATIONS

In connection with our audit of the consolidated financial statements of Young Women's College Prep Charter School of Rochester (the School) and Young Women's College Prep, Inc. (the Foundation) (collectively, the Organization) for the year ended June 30, 2013, we reviewed the status of our prior year's recommendations. Our suggestions from the prior year and current status are as follows:

**General Ledger Account Reconciliations** - The recommendations related to this item will be repeated and revised as a current year matter.

**Credit Cards** - The recommendations related to this item will be repeated and revised as a current year matter.

**Initial Charter Compliance** - The School now has documented controls over the following: preparation and review of financial statements in accordance with generally accepted accounting principles; payroll procedures; contribution and grant accounting; internal financial controls and procedures; purchasing; safeguarding of assets; compliance with applicable rules and regulations; and following appropriate guidance related to ethics, budget development and administration, and cash management and investments.

We understand that the School has formed a Governance Committee charged with ensuring compliance with all aspects of the Charter. The School's Director of Operations (DOO) is a member of this committee and will be responsible for reporting to the committee on the School's compliance.

### INTERNAL CONTROL MATTERS

We consider the following control deficiency to be a material weakness in internal control:

#### 1. GENERAL LEDGER ACCOUNT RECONCILIATIONS

##### **Observation**

The Organization's general ledger accounts serve as a record of the daily transactions and the basis for the preparation of the Organization's interim and annual financial statements. Timely, accurate reconciliations of the Organization's general ledger accounts serve as a critical element in developing reliable financial statements.

A significant number of general ledger accounts were not reconciled in a timely manner as part of the June 30, 2013 closing process. During the fiscal year, fiscal policies and procedures were developed to guide the month end close process; however turnover in the DOO position contributed to lack in consistency in following these procedures. In September 2013, the Organization engaged an outsourced accountant to assist in the reconciliation of significant general ledger accounts.

In addition, the Foundation is not yet utilizing a software package to maintain its general ledger.

## **INTERNAL CONTROL MATTERS (Continued)**

### **1. GENERAL LEDGER ACCOUNT RECONCILIATIONS (Continued)**

#### **Recommendation**

We recommend that DOO become fully versed in the current policies and procedures related to the month-end closing process and ensure that these are followed routinely. The newly developed fiscal policies identify the DOO as the individual responsible for the review and/or completion of certain reconciliations. Given the fact that the DOO has limited experience with generally accepted accounting principles (GAAP), we recommend that the outsourced accountant continue to be utilized on a monthly basis to support the DOO and ensure that the reconciliations and journal entries are being prepared in accordance with GAAP.

It is further recommended that a general ledger be developed for the Foundation utilizing the School's accounting software.

Following the established policies and procedures will enhance the Organization's financial reporting process for both management and the Board and assist in their decision making process. This is extremely critical in the Organization's initial years of operation.

#### **Management Response**

The School agrees with the recommendation and, to that end, has engaged and is working with an outsourced accountant for monthly work sessions to ensure that reconciliations and journal entries are being prepared in accordance with generally accepted accounting principles. In addition, the DOO has become well-versed in the established policies and procedures and has created additional processes that support them.

The following control deficiencies are not considered to be material weaknesses or significant deficiencies in internal control:

### **2. CREDIT CARDS/CASH DISBURSEMENTS**

#### **Observation**

The Organization maintains a credit card for use in its daily operations. During fiscal 2013, the Organization developed a written policy governing the use of this credit card. This policy requires that all expenditures be supported by a receipt and that the DOO approves the credit card statements prior to payment. Our audit procedures identified a significant number of credit card transactions that were not supported by receipts. At the same time, there was a lack of DOO approval on the credit card statements.

Items that are not purchased using a credit card are also required to be supported by vendor invoices and purchase orders approved by the DOO. Our audit procedures identified a significant number of purchases that were not supported by an approved purchase order.

The absence of receipts and proper approval for credit card transactions and cash disbursements increases the possibility that inappropriate transactions occur and not be detected.

#### **Recommendation**

Even though it appeared that all of the transactions we reviewed were for legitimate business purposes, we recommend that the Organization follow its established policies and procedures related to credit card transactions and cash disbursements in an effort to safeguard the Organization's assets

## **INTERNAL CONTROL MATTERS (Continued)**

### **2. CREDIT CARDS/CASH DISBURSEMENTS (Continued)**

#### **Management Response**

The Organization agrees with the recommendation and has created controls that limit credit card use, require prior approval for credit card use, and require the immediate submission of receipts for monitoring and safekeeping purposes. In addition, fidelity to the controls for non-credit card purchases has been instituted. They are to be pre-approved through a purchase order and invoice process.

### **3. JOURNAL ENTRIES**

#### **Observation**

Current procedures require the DOO to review all general journal entries that are prepared by the Organization's bookkeeper; however this review is not being documented.

#### **Recommendation**

Even though our audit procedures did not identify any improper or unusual journal entries, in an effort to safeguard the Organization's assets we recommend that the DOO document her review of all general journal entries.

#### **Management Response**

The Organization agrees with the recommendation and has created a process for the review of general journal entries on a monthly basis. The DOO review the entries, submits notes to the bookkeeper with clarifying questions or observations and, when in complete agreement with the entries, signs and dates the report.

### **4. PAYROLL**

#### **Observation**

Currently, the School's Principal and Board Treasurer are reviewing the bi-weekly payroll register for unusual items; however this review is not being documented.

#### **Recommendation**

We recommend that the Principal and Treasurer document their review of the payroll registers by signing the register upon completion of their review. This review helps reduce the chance of payroll errors and mitigate the risk of fraud being perpetrated through the payroll process.

#### **Management Response**

The School agrees with this recommendation and has developed a process and specific timeline for the Principal and Treasurer to review and approve the payroll register.

## 5. VENDOR LIST MAINTENANCE

### **Observation**

The Organization has a policy that requires an active vendor list be maintained and reviewed on a semiannual basis by both the DOO and Principal. Discussions with the School's management indicated that this review is not being performed. As part of our audit procedures, we did review the Organization's vendor lists and did not identify any unusual vendors.

### **Recommendation**

In an effort to help safeguard the Organization's assets and to help minimize the possibility of conducting business with unapproved vendors, we recommend that the vendor lists be reviewed and approved in accordance with the Organization's policies and procedures.

### **Management Response**

The Organization agrees with this recommendation and the DOO and Principal have created a timeline for the review of the vendor list at the beginning and mid-point of each fiscal year.

## 6. CSP COMPLIANCE

### **Observation**

During fiscal 2013, the School was the recipient of federal Charter School Funding (CSP) that required us to perform certain agreed-upon procedures in accordance with the Charter School Audit Guide provided by the New York State Education Department. As part of these agreed-upon procedures, we are required to obtain the CSP fund request forms (Form FS-25) to perform certain procedures. However, the School was unable to provide certain of the FS-25s for our review.

### **Recommendation**

We recommend that the School develop procedures that require the maintenance of all required grant documents, including support for related expenditures, grant budgets, and fund request forms. This will help to ensure that the School is in compliance with applicable CSP grant requirements, as well as provide the means to ensure that the School is being reimbursed for the amounts requested.

### **Management Response**

The School agrees with this recommendation and has instituted controls that support maintenance of all required grant documents. The DOO has primary responsibility for these controls and related documentation.

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

October 29, 2013

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

We have performed the procedures identified below, which were agreed to by the management of Young Women's College Prep Charter School of Rochester (the School) and the New York State Education Department (NYSED) solely to assist the specified parties in evaluating the School's assertion to NYSED that it has maintained compliance with the requirements of the Charter School Program (CSP) grant and federal and NYSED guidelines in managing the CSP grant as of and for the year ended June 30, 2013. The School's management is responsible for compliance with the requirements of the CSP grant and federal and NYSED guidelines in managing the CSP grant.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

**Procedure #1:**

We will obtain the detail of expenditures incurred for the year ended June 30, 2013 relating to the CSP grant from the School's accounting software and reconcile to the grant revenue recorded by the School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

**Result:**

Procedure performed without exception.

**Procedure #2:**

We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period are in agreement with the budget and any amendments.

**Result:**

Procedure performed without exception.

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**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**  
(Continued)

**Procedure #3:**

We will select a haphazard sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We will select 10% of the total number of individuals charged to the grant.
- b. Other expenses – We will select 10 expenditures charged to the grant.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal period.

**Result:**

Procedure performed without exception

**Procedure #4:**

We will obtain FS-25 form(s) submitted to NYSED during the fiscal year ended June 30, 2013 and perform the following.

- a. Trace expenditures selected in Procedure #3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible Charter School officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month) of the FS-25, determine if the total of funds expended within 1 month following the date of the request is at least the amount shown on Line 4.

**Result:**

We obtained FS-25 forms for the claim date 3/28/2013 and 6/1/2013 and determined that the items requested for reimbursement had previously been expended. For each of these two claims there were no amounts on line 4 (Cash Expenditures Anticipated During Next Month). The FS-25 forms for the claim dates 11/21/2012 and 3/7/2013 could not be located by the School's management.

We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on that Young Women's College Prep Charter School of Rochester maintained compliance with the requirements of the Charter School Program (CSP) grant and federal and NYSED guidelines in managing the CSP grant as of and for the year ended June 30, 2013. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Young Women's College Prep Charter School of Rochester and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

*Bonadio & Co., LLP*

YWCP Operating Budget

FY14

Student Teacher Info

Total Students Targeted	80.0	168.0	252.0	336.0	420.0	500.0
Total Students - Enrolled	79.0	163.0	241.9	319.2	399.0	475.0
IDEA Students	4.0	8.0	13.0	18.0	23.0	27.0
Teachers	4.0	8.0	12.0	16.0	20.0	24.0
Art/Music	1.0	1.6	2.0	3.0	4.0	5.0
Foreign Language	0.5	1.0	1.5	2.0	3.0	4.0
ESL	0.5	2.0	3.0	4.0	5.0	6.0
Special Education	1.0	1.0	1.0	1.0	2.0	3.0
Instructional Tech Personnel	0.5	1.0	1.0	1.0	2.0	2.0

Per Student Revenue

State	\$12,000	\$12,000	\$12,300	\$12,700	\$13,000	\$13,000
Local	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
Grants	\$42,200	\$44,099	\$46,304	\$48,619	\$51,050	\$53,603
Total	\$42,200	\$44,466	\$44,770	\$48,619	\$47,496	\$48,921

	Forecast	Budget	Budget	Budget	Budget	Budget
	FY13	FY14	Year 3	Year 4	Year 5	Year 6

REVENUE

State

RCSD	965,110	1,970,186	2,997,933	4,054,496	5,194,823	6,184,214
IDEA	64,000	128,000	208,000	280,000	360,000	432,000
Grants	30,000					
Federal	46,000	92,000	138,000	184,000	230,000	276,000
Title I						
Title II						
Grants						
21st Century						
CSP Planning & Implementation	173,000	225,000				

Local & Other

Local	70,000	60,000	20,000	20,000	20,000	20,000
Other	20,000	20,000	20,000	20,000	20,000	20,000
Total	1,358,110	2,495,186	3,383,933	4,566,496	5,832,823	6,932,314

ADMINISTRATIVE STAFF PERSONNEL COSTS

Executive Management	115,211	119,820	124,612	129,597	134,781	139,865
Instructional Management	44,000	45,200	46,400	47,600	48,800	49,900
Director of Finance	81,800	84,099	86,398	88,697	90,996	93,295
Director of Business Manager	52,520	53,999	55,478	56,957	58,436	59,915
Administrative Staff	334,631	342,966	351,301	359,636	367,971	376,306

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	352,792	555,647	777,906	1,021,002	1,286,463	1,568,118
Teachers - SPED	44,000	45,200	46,400	47,600	48,800	49,900
Additional Pay - insur etc.	5,000	5,000	5,000	5,000	5,000	5,000
Teaching Assistants	0	0	61,800	95,481	131,127	166,127
Family and Community Liaison	22,000					
Specialty Teachers	20,000	88,198	138,912	194,477	252,251	311,616
AS/Reading and Math	21,000	20,000	40,000	60,000	80,000	100,000
ESOL	58,000	70,558	92,608	115,158	137,708	160,258
Art/Music						
Instructional Tech	21,000	28,499	46,304	48,619	50,934	53,249
Foreign Languages (Latin and other)	41,200	44,099	46,998	49,897	52,796	55,695
Physical Education	21,100	43,466	65,842	92,218	118,594	144,969
Therapists & Counselors						
College Counselor						
TOTAL INSTRUCTIONAL	428,190	744,672	1,225,579	1,728,605	2,274,344	2,850,264

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	12,600	26,000	45,000	46,350	47,741	49,173
Librarian	3,200	6,000	8,000	24,000	24,000	32,000
Custodian		50,000	50,000	75,000	100,000	100,000
Security	10,000	31,600	39,400	47,100	54,750	62,400
Other	25,800	113,600	144,400	192,400	226,491	242,973
TOTAL NON-INSTRUCTIONAL	51,600	116,600	146,400	196,450	232,941	246,573

SUBTOTAL PERSONNEL SERVICE COSTS

Total	666,741	1,192,903	1,795,939	2,471,384	3,072,301	3,813,893
% of Total	49%	48%	53%	54%	53%	55%

PAYROLL TAXES AND BENEFITS

Payroll Taxes	60,007	107,361	161,635	222,425	276,507	344,870
Fringe/Employee Benefits	21,000	202,784	305,310	420,135	534,960	649,785
Retirement / Pension	20,000	38,747	58,120	77,493	96,866	116,239
TOTAL PAYROLL TAXES AND BENEFITS	101,007	348,892	525,065	719,053	908,333	1,110,894

TOTAL PERSONNEL SERVICE COSTS

Total	832,752	1,538,845	2,316,762	3,188,036	3,978,630	4,967,307
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Other

Management Company Fee	17,500	19,250	25,000	27,500	30,250	32,500
Food Service / School Lunch	5,000	5,000	6,000	7,500	10,000	12,500
Payroll Services	21,000	12,500	20,000	25,000	30,000	35,000
Tutoring Services	1,200	2,400	3,600	4,800	6,000	7,000
Site Services	0	0	0	0	0	0
Itemized Services (4 Title I)	10,000	30,000	23,000	30,000	40,000	50,000
Other Purchases / Professional / Consulting	56,800	133,600	84,600	100,800	123,750	145,000
TOTAL CONTRACTED SERVICES	111,500	207,000	156,200	196,800	240,000	287,000

SCHOOL OPERATIONS

Board Expenses	1,000	1,500	2,000	2,500	3,000	3,000
Classroom Teaching Supplies & Materials	74,000	71,000	69,000	122,000	133,000	145,000
Student Support Services	6,000	4,500	6,750	9,000	12,000	15,000
Textbooks	24,000	24,000	24,000	24,000	24,000	24,000
Library Books	7,000	30,000	15,000	15,000	15,000	15,000
Technology Support	25,000	0	0	0	0	0
Technology Licenses	10,000	11,000	12,000	15,000	20,000	24,000
Student Testing & Assessment	16,000	24,000	36,000	54,000	80,000	100,000
Summer Bridge and enrichment	20,000	20,000	60,000	80,000	100,000	120,000
Extracurricular Activities	7,000	8,000	15,000	22,000	29,000	35,000
Transportation (Student)	5,200	9,000	15,750	21,000	28,250	35,500
Uniforms	2,500	6,500	7,500	10,000	10,000	10,000
Officer/Schedule	16,000	35,000	33,000	47,000	55,000	62,000
Professional Development	5,000	12,000	35,000	40,000	45,000	50,000
Staff Recruitment	2,500	2,000	3,000	4,000	4,500	5,000
Community Outreach	3,500	3,500	4,000	4,500	5,000	5,000
School Meals / Lunch						
Other	2,500	3,000	3,500	4,000	4,500	5,000
TOTAL SCHOOL OPERATIONS	230,200	265,000	359,000	455,000	516,900	579,000

FACILITY OPERATION & MAINTENANCE

Insurance	15,000	30,000	40,000	40,000	40,000	40,000
Janitorial	15,000					
Building and Land Rent / Lease	65,000	200,000	208,000	215,000	220,000	225,000
Repairs & Maintenance	4,000	30,000	30,000	40,000	20,000	30,000
Equipment / Furniture	3,400	20,000	20,000	20,000	20,000	20,000
Security	5,000	25,000	50,000	50,000	75,000	75,000
Utilities	30,000	60,000	60,000	60,000	60,000	60,000
TOTAL FACILITY OPERATION & MAINTENANCE	137,400	355,000	378,000	405,000	490,000	525,000

DEPRECIATION & AMORTIZATION

Total	25,000	25,000	25,000	25,000	25,000	25,000
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DISSOLUTION ESCROW & RESERVES / CONTINGENC

Total	1,282,252	2,317,495	3,161,364	4,148,886	5,099,280	6,008,301
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NET INCOME

Total	78,858	177,681	222,672	417,611	223,444	26,612
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CASH FLOW ADJUSTMENTS

OPERATING ACTIVITIES

CSP Grant Revenue	-74,104					
Other						
Total Operating Activities	-74,104					

INVESTMENT ACTIVITIES

Hardware	24,000					
Furniture	45,000	45,000	76,000	75,000	75,000	40,000
Leasehold	15,000		20,000			
Total Investment Activities	84,000	45,000	96,000	75,000	75,000	40,000

FINANCING ACTIVITIES

Payback M&T Bridge Loan	60,000					
M&T Line of Credit - August Drawdown	40,000					
M&T Line of Credit - Payback M&T	40,000					
Total Financing Activities	140,000					

Total Cash Flow Adjustments

Total	45,896	69,000	96,000	75,000	75,000	40,000
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Net Cash Flow

Total	29,962	168,681	126,672	342,611	148,444	(13,988)
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Beginning Cash Balance

Total	21,890	100,000	208,691	335,263	677,874	826,417
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ENDING CASH BALANCE

Total	51,852	268,681	335,363	677,874	826,417	812,430
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Notes						
659K - Salaries, 558K Contract Services, 528K supplies, 660K Equipment, 88K travel, 52K Recruitment						
20,000 There is a need for summer programming for all grade levels, but 7th-go-8th is the priority. The cost is approx. \$20K per grade level.						

134,781 Principal and one assistant principal for every two grades

224,950 One for every two grades

86,822

99,550

92,538

698,656

1,286,463 Math, Science, ELA, Social Studies

88,695

15,000

166,127

321,616

106,163

214,410

107,205

214,410

160,808

140,164

53,603

2,850,264

49,173

32,000 Contract for current year

100,000 in one space, we will need to employ at least 1.5 FTE for custodial/maintenance/grounds

61,800 Coaching, Clubs, Saturdays, Curriculum writing, summer clubs etc.

242,973

3,813,893

54%

344,870

670,941 Worker's Comp, Health, Medical, Disability

114,827

1,130,894

39%

4,967,307

32,500

12,500

35,000

8,000

7,000

50,000 HR Support, Financial - FTE in Year 3

145,000

2%

3,000

145,000

15,000

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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

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**REVENUE FROM FEDERAL FUNDING**

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**LOCAL and OTHER REVENUE**

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CSI:
CSI:
Sample titles that fall under this line: Director, Deans, Coordinators of: - Curriculum
CSI:
Sample titles that fall under this line: - Secretary - Receptionist - Attendance Clerk
CSI:
Sample titles that fall under this line: Content/Subject Area Teachers: - ELA - Math
CSI:
Sample titles that fall under this line:
CSI:
Sample titles that fall under this line: - Speech Therapists - Social Workers
CSI:
Sample titles that fall under this line: - Music - Foreign Languages - Photography - Ceramics
CSI:

TOTAL Cafeteria  
Other

**NON-PERSONNEL PERSONNEL COSTS**

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TOTAL Security  
Medicare  
Unemployment  
Other

**PAYROLL AND BENEFITS**

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**TOTAL**

**CONTRACTED SERVICES**

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TOTAL

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# Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

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## Page 1

261600861020 YOUNG WOMEN'S COLLEGE PREP CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Wednesday, July 31, 2013

## Page 1

### 261600861020 YOUNG WOMEN'S COLLEGE PREP CS

#### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Duffy Palmer	Chair/President	Yes	Educational Leadership	3 Year Term August 2012-June 2015	Real Estate
2	Laura Rebel Gross	Vice Chair/Vice President	Yes	Educational Leadership, Co-Founder, Foundation President	3 Year Term August 2012-June 2015	Development, Education
3	Dr. Jennie Schaff	Secretary	Yes	Curriculum and Instruction	2 Year Term August 2012-July 2015	Education
4	Jenny Vossler	Treasurer	Yes	Finance	3 Year Term August 2012-June 2015	Finance
5	Dr. Brooke Stafford-Brizard	Member	Yes	Education, Co-Founder	3 Year Term August 2012-June 2015	Education
6	Erika Duthiers	Member	Yes	Governance	2 Year Term August 2012-July 2014	Governance
7	Flor Colon	Member	Yes	Real Estate Committee Chair, Law	3 Year Term August 2012-June 2015	Real Estate
8	Sean Miller	Member	Yes	Finance	3 Year Term December 2012-December 2015	Finance
9	Cynthia Woolbright	Member	Yes	Development	3 Year Term December 2012-December 2015	Development
10	Howie Jacobson	Member	Yes	Public Relations	2 Year Term August 2012-July 2014	
11	Dr. Christine Boev	Member	Yes	Health Care	3 Year Term December 2012-January 2015	Health Care
12	Mary Beth Vay, M.D.	Member	Yes	Health Care, Pediatrics	3 Year Term December 2012-January 2015	Health Care
13	Natasha Williams	Member	Yes	Former Student, YWLN Schools, Higher Education	3 Year Term December 2012-January 2015	Development
14	Susan Solomon	Member	Yes		1 Year Term August 2012-June 2013	

15	Ann Tisch	Member	Yes	Founder, Young Women's Leadership Network	1 Year Term August 2012-June 2013
16					
17					
18					
19					
20					

2. Total Number of Members Joining Board during the 2012-13 school year

5

3. Total Number of Members Departing the Board during the 2012-13 school year

2

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

17

5. How many times did the Board meet during the 2012-13 school year?

11

6. How many times will the Board meet during the 2013-14 school year?

11

Thank you.

# Young Women's College Prep Board Meeting

September 7, 2012

8am

YWCP

**Attendees:** Erika Duthiers, Jennifer Vossler, Laura Rebell Gross, Flor Colon, Cynthia Woolbright, Natasha Williams, Jennifer Gkourlias (Principal), Dan Deckman (Director of Operations)  
Brooke Stafford Brizard (phone), Mary Beth Robinson (phone) , Susan Solomon (phone) , Duffy Palmer (phone)

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## Minutes

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**Agenda item:** Principal's Report

**Presenter:** Jen Gkourlias

**Discussion:**

- Overview of current happenings at the school – school activities (sports in Section V, dance, field trips, etc.), Principal academic observations in classrooms, new technology implementation. Staffing report. Board members thanked for successful opening day events.
- Goals for year → 100% of students reading on grade level by Fall of 2013 (based on SRI assessments). Curriculum report to board to update on progress.
- Need for music support → music and band classes short on access to instruments.
- Partnerships for school include the National Historic Park at Seneca Falls and the Green Apple Day of Service (involving Tetra Tech on 9/28). C. Woolbright suggests further exploration of Susan B. Anthony house relationship.
- M. Robinson inquires how students are settling in at the new school environment → J. Gkourlias describes positive impact of the Summer Bridge program, developing school culture, and “Pride” as school teams’ name chosen by students.

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**Agenda item:** Foundation Report

**Presenter:** Laura

**Discussion:**

- YWCP in the news this month (Her Rochester, Democrat and Chronicle, Rochester Magazine, CNN Anderson Cooper).
  - YWLN Empowerment Breakfast coming up in NYC – L. Gross taking 6 YWCP students based on summer reading, along with 2 staff.
  - YWCP Leadership Breakfast scheduled for Dec. 4<sup>th</sup>. Discussion of honorees and timeline/strategy for reaching out to all board contacts for invitations.
  - Discussion of YWCP Leadership Circle and planned giving levels for membership and board. Update on 501(c)(3) status and expedited request as impacts breakfast.
  - Foundation hires new Director of Development, Lauri Bonnell – discussion of background and planned workload.
-

**Agenda item:** Operations Report

**Presenter:** Dan

**Discussion:**

- Review of YWCP school data dashboard – student enrollment healthy, attendance rates good for first weeks of school, student free/reduced price lunch demographics picture is taking shape.
  - Compliance. NYSED visited on 8/21 and issued school clearance to open with a next round of deliverables at end of Sept. Certificates of Occupancy (local and from NYSED) issued. Next notable reporting date for BEDS on Oct. 3.
  - Review of school’s fiscal health, including status of CSP grant funds, SUNY State Stimulus funds, and core aid payments on time so far from RCSD. Concern that school is still awaiting full understanding of ancillary facilities expenses from landlord (furniture in particular, but no utilities charged so far).
  - School systems under development in many areas. NYSED approves plan to have landlord claim student meals on YWCP’s behalf. Area of concern remains student transportation. Board members discuss and suggest hiring security guard for RTS buses.
- 

**Agenda item:** Development Committee

**Presenter:** Cynthia

**Discussion:**

- Review of YWCP development and fundraising plan, including calendar, budgetary assumptions, and organizational needs.
  - Discussion of philanthropic mission, specific fundraising strategies, giving levels, events, target audiences, and tools for engaging potential supporters both short-term and long-term.
  - Board involvement in fundraising and specific mandatory giving requirements. F. Colon raises questions regarding impact on board membership and recruitment if there is a required donation level – followed by board discussion.
  - Next steps for development committee and board members for leadership circle, events and partnerships.
-

# Young Women's College Prep Board Meeting

October 7, 2012

8am

YWCP

**Attendees:** Laura Gross, Howie Jacobson (phone), Flor Colon (phone), Jennifer Gkourlias, Jennie Schaff, Duffy Palmer, Marybeth Robinson, Cynthia Woolbright, Erika Duthiers, Marilyn Tedeschi, Natasha Williams, Patti Anderson (State Ed), Christine Boev, Jennifer Gkourlias, Lauri (director of development)

## Minutes

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**Agenda item:** Foundation Report

**Presenter:** Laura

### Discussion:

- Showed video "Letters to our Daughters" from TYWLS breakfast
- Annual Breakfast Tuesday December 4<sup>th</sup>, 8am at Temple B'rith Kodesh; consider who you might bring, or invite to breakfast. Our honorees are: Jennifer Leonard, Susan Holiday and Dan Burns (The Man We Love)
  - cost of table is \$350/ individual seat \$40—board members encouraged to buy table or to serve as table captain
- Looking for corporate partnership with breakfast—presence on website and on invitation (Lori, Laura, and Cynthia working on this)
  - Rochester community foundation, Rochester business journal and M&T all approached about corporate sponsorship (because of our honorees)
- 501C3 update: well on our way-- 1023 sent and received by IRS: denied expedited status—regular schedule—6 months—about 5 more months to go—will not have 501C3 status by breakfast
- Leadership Circle 14 confirmed members \$1000-\$25000 a year; list is growing—81 is our goal by end of year
- Lori: working on grants for the year: including but not limited to: Womens foundation; next gen Rochester, resubmit for summer bridge to Rochester community foundation; Green school grant—remember, connections to any foundations are good
- Great media coverage; CNN Anderson cooper, hoping to get actual footage from Anderson cooper, in November issue of Rochester magazine, check out HER Rochester site (article of NYC trip on there),
- When people ask how they can help:
  - Breakfast table, trying to raise money for our dream library, \$30,000 scholastic READ 180, Literacy initiative;
  - A lot of interest in mentoring: Cool women hot jobs; mid January; date will be solidified soon and will be emailed—full day program—bring in women from our community to talk about work they are doing; girls get bios—get to have conversation for 40 minutes/ sessions: afterwards we follow up with visits to the workplaces—which may result in internships
- Every Friday school wide morning meeting at 10:30am—great place to bring in guest speakers—20 minute presentation with the girls— Louise Slaughter last week in October

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**Agenda item:** Principal's Report

**Presenter:** Jen

**Discussion:**

- Academic program—100% went on archeological dig in hemlock and then come back the next day and work with archeologist—to classify artifacts—
- ½ of students are not at grade level with reading – every Friday staff meeting focusing on academic achievement
- Curriculum night: give away something and have babysitting to increase attendance in future years
- Oct 12-19 every family invited in for conference with advisor – reviewing interim progress report – if can't get to school will go do home visits
- Using grading system: Outcomes based grading: grading students on 4 point scale (reason: give students very specific common core standard aligned detailed)—gets specific information for families—8 or 10 outcomes for each student: wrap around support for each student not at a 3 for every item; Saturday the 13<sup>th</sup> and 27<sup>th</sup> tutoring (Saturday tutoring)—math and literacy students: need volunteers—some girls have self selected themselves into tutoring; come to use computers—9am-12pm.
- Wednesday afternoon book club—led by Valerie Marsh – will lead 4-5 seniors from local highschools—can use it as their service project—run a book club—2:30-4pm—
- Refer to school/ proficiency report: graph—  
Lexile: 100% every three days have writing support—memoir, DBQ, and letter to congress,
- Curriculum is intensive; a lot girls trying to pull up and raise achievement
- We are starting out with national statistics: goal to getting every girl to 8<sup>th</sup> grade reading level by end of the year—we represent national statistics and hope to show that doing the extra things that we will make a difference;
- Social emotional wellness: bullying session/ kids missing school because of bullying/ rumor mill/ chain ; those things are happening – need to educate kids around RESPECT curriculum; we are a pilot for respect curriculum

---

**Agenda item:** Operations Update

**Presenter:** Marilyn

**Discussion:**

- Works at AAUW- mission for quality of education for women and girls; RCSD bottom reading and math;
- Financial situation- key to any organization; worked with jenny vossler, etc- recommending bookkeeper
- Need to break down Dan's job description: nothing in there regarding testing, securing testing materials, need someone in here understanding of rcsd systems, Insurance, money, purchasing: focus over the past month
- 403b: refer to handout: came in and looked at legal document: CPI agreement; dated Sept. 2011; this agreement wanted signed—Wadell and Reed (nationwide) insurance company—need to make sure we are leading employees in right direction; need individual attention and counseling, complete 1:1 coaching; recommending we use local person; expenditure about \$2000 per employee—but a program we need to do; We gave \$1000 deposit to NYC agency; finance committee will review—CPI—they said they had been asking since last November to complete this enrollment—no teacher/ employee has had this contractual obligation met by the school—teachers did complete the paperwork (so under impression in august that payroll would deduct)—make sure by the end of October at the latest that deductions happen—we are in breach of contract – we need to meet basic needs—
- Money and burnout kills most of charter schools--If audit is switched to governance—need audit committee chairperson—Erika will ask if anyone on her committee—

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**Agenda item:** Real Estate Committee

**Presenter:** Flor

**Discussion:**

- Real Estate Committee has not met in past month—perspective names—next step of real estate search—finding permanent home—find real estate agent; someone with familiarity in educational facility—need more than one name (ideally)—prepare him/her what we would need—need professional in Rochester area who can do leg work in meeting our basic needs-
- 

**Agenda item:** Development Committee

**Presenter:** Cynthia

**Discussion:**

- Trying to build leadership circle—asked each board members for 5 names of people/ provide information and email and role willing to play—want to include them in our mailings—keep building database – role to play—Cynthia will update and email it out—
  - Executive committee meeting with Jenny needed
  - Vote to change signatory authority for school- change/ drop Dan and add second person—or by executive committee—Jen and Laura—call a vote to resolve from Jenny Vossler and Dan Deckman to Jen Gourlias and Laura Rebell Gross—voted- unanimously approved
- 

**Agenda item:** Health Update

**Presenter:** Marybeth and Christine

**Discussion:**

- Met and outlined priority of obesity prevention—will aim to enhance snack with protein—contacts of people to come to school to talk about nutrition and wellness and sexual health; more than half of girls obese (after did physicals); 3 girls with no immunization records; not in database; need to figure out how to get those—foundation goal: could be to raise money for healthy eating
- 

Respectfully submitted by Jennie Schaff October 12, 2012

**Young Women's College Prep Board Meeting**

**November 2, 2012**

**8am**

**American Association of  
University Women**

**Attendees:**

Duffy Palmer, Erika Duthiers, Jennifer Vossler, Laura Rebell Gross, Flor Colon, Cynthia Woolbright, Christine Boev, Natasha Williams, Jennifer Gkourlias, Mary Beth Robinson, Lauri Bonnell, Howie Cohen (phone), Jennie Schaff (phone), Brooke Stafford Brizard (phone), Susan Solomon (phone), Ann Tisch (phone)

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*Minutes*

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**Agenda item:** Business  
Items

**Presenter:** All

**Discussion:**

- Motion to approve minutes from October
- Approval of minutes from October
- Updates: Dennis Kessler has resigned from the YWCP board, but will remain on advisory board
- Today there is luncheon honoring Flor Colon, who is receiving a leadership award from Latinas Unidas (YWCP and Nixon Peabody nominated her). We will have a table at the lunch and will be bringing 4 students from YWCP to join us at YWCP table.
- Executive committee with Flor and Erika are serving on the Director of Operations search committee

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**Agenda item:** Real Estate Committee Report

**Presenter:** Flor

**Discussion:**

- Start to look for our permanent home
- We have decided to go with Tim Lancer as real estate agent helping us to identify appropriate properties. Tim has experience in the area of educational facilities and knows many of the "right" questions to ask
- Laura had a meeting with Burt August and Larry Glazer. There is a property owned by Larry Glazer on Canal Street: 13,000 square feet (1<sup>st</sup> 2 floors 54,000 square feet; near Susan B Anthony house). Real Estate committee will look at property on Wednesday.

---

**Agenda item:** Finance Committee Report

**Presenter:** Jenny V.

**Discussion:**

- Revised budget sent out
- Certain expense concerns: personnel, health and dental will increase Jan.1, janitorial and utilities. Also, have a low budget for food service. Need to find a way to adjust food costs for the school. Will get reimbursement for free and reduced lunch. Food service cost is non-negotiable while at Nazareth Academy. Currently looking at grants for snacks and breakfast from Wegmans and other places. Also need to look into transportation costs.
- Will be contracting with a bookkeeper a couple of hours a week
- FY 2014-2015 budget is next goal

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**Agenda item:** Development Committee **Presenter:** Cynthia

**Discussion:**

- Working on breakfast; encouraging board members to buy a table or to serve as a table captain. Currently for the breakfast, we have 31 tables purchased (45 is max)
- Video of Natasha and Tatiana is almost complete and will be shown at the breakfast
- Need more corporate sponsorships
- Thank you to Ann Tisch and Susan Solomon for their donations!
- Cool women Hot Jobs will be January 17<sup>th</sup>; looking for 40 women (20 9am-12pm and 20 from 1-3pm)
- Looking for board financial commitment to the school; currently we have commitments from 9/14. Current commitment from the board is \$60,000.

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**Agenda item:** Motion **Presenter:** All

**Discussion:**

- Jenny Vossler made a motion to pass:
  - Motion that treasurer of the board, Director of Operations, and President of the Foundation are all able to sign checks for YWCP
- Motion unanimously passed

**Agenda item:** Audit Committee **Presenter:** Erika

**Discussion:**

- Looking for suggestions of individuals to serve on the audit committee.
  - Working on creating comprehensive orientation package for new board members
  - Developing board nomination process
  - Can take up to 6 months to get new board members approved by the state
  - Need charter from committee chairs (Erika will send out template to chairs)
- 

**Agenda item:** Health Care Update **Presenter:** Marybeth and Christine

**Discussion:**

- Development and health care will work together to address snack and food issues at school
- 

**Agenda item:** Foundation Report **Presenter:** Laura

**Discussion:**

- Exciting work: Odyssey of the Mind coming to YWCP, New book group for girls coming to YWCP
  - Laura will be speaking at an upcoming diversity dinner.
  - The night before the breakfast, there will be a cocktail party for out of town guests and board members. Details to follow
- 

**Agenda item:** Principal's Report **Presenter:** Jen G.

**Discussion:**

- Still in need of instruments
  - Theme of the month: Know you are Valuable
- 

Our next meeting is Friday December 7<sup>th</sup>.

Respectfully Submitted by: Jennie I. Schaff

# Young Women's College Prep Board Meeting

## Minutes

December 7, 2012

8am

AAUW

**Attendance and Approval of November Board Meeting Minutes:** Christine Boev, Flor Colon, Erika Duthiers, Laura Gross, Howie Jacobson, Duffy Palmer, Mary Beth Robinson, Jennie Schaff, Brooke Stafford- Brizzard, Jenny Vossler, Natasha Williams, Cynthia Woolbright, Lauri bonnell, Kirsten barcklay, Jennifer Gkourlias

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### Agenda item: Summary of Entry Plans

Presenter: Kirsten

#### Discussion:

- Working on emergencies: SUNY grant; submitting reimbursement for \$40-\$50,000— will be working on 3 year budget tomorrow
- Is looking for more sustainable grants—ie. 20<sup>th</sup> century grants
- Meeting with teachers on how things are going from a management perspective-
- Will work with SED on title 1 funding: will have more information in coming weeks
- Flor mentioned the Xerox foundation and multiple STEM opportunities- ideally we could put together a STEM related 3 year funding proposal
- To consider: Disciplinary code; no HR manual as of yet, title 9 compliance (discipline code: preliminary working document

### Agenda item: Voting of new Board Members

#### Motion #1 to add Cynthia Woolbright as a YWCP Board Member

Motion made by: Jennie Schaff, YWCP Board Secretary

*The Young Women's College Prep BoT voted to select Cynthia Woolbright as the final candidate to its BoT, with a term expiring on December 7, 2015, pending approval by SED. The resolution approving [Cynthia Woolbright, is formally adopted upon SED's approval. Motion second by Laura Gross, 100% in favor, Motion carried*

#### Motion #2 to add Mary Beth Robinson as a YWCP Board Member

Motion made by: Jennie Schaff, YWCP Board Secretary

*The Young Women's College Prep BoT voted to select Mary Beth Robinson as the final candidate to its BoT, with a term expiring on December 7, 2015, pending approval by SED. The resolution approving Mary Beth Robinson is formally adopted upon SED's approval. Motion second by Laura Gross, 100% in favor, Motion carried*

**Motion #3 to add Natasha Williams as a YWCP Board Member**

Motion made by: Jennie Schaff, YWCP Board Secretary

*The Young Women's College Prep BoT voted to select Natasha Williams as the final candidate to its BoT, with a term expiring on December 7, 2015, pending approval by SED. The resolution approving Natasha Williams is formally adopted upon SED's approval.*

*Motion second by Laura Gross, 100% in favor, Motion carried*

**Motion #4 to add Christine Boev as a YWCP Board Member**

Motion made by: Jennie Schaff, YWCP Board Secretary

*The Young Women's College Prep BoT voted to select Christine Boev as the final candidate to its BoT, with a term expiring on December 7, 2015, pending approval by SED. The resolution approving Christine Boev is formally adopted upon SED's approval.*

*Motion second by Laura Gross, 100% in favor, Motion carried*

**Motion #5 to add Sean Miller as a YWCP Board Member**

Motion made by: Jennie Schaff, YWCP Board Secretary

*The Young Women's College Prep BoT voted to select Sean Miller as the final candidate to its BoT, with a term expiring on December 7, 2015, pending approval by SED. The resolution approving Sean Miller is formally adopted upon SED's approval.*

*Motion second by Laura Gross, 100% in favor, Motion carried*

**Agenda item: Foundation and Principal Review Committee**

**Presenter: Laura**

- Breakfast was a tremendous success; raised \$90,000 (with match)
- Principal review committee: Barb Hassler, Adele Bovard, Laura Gross, Duffy Palmer, Brooke Brizzard, Jennie Schaff; Working with rubric Adele created- identifying our 3 most important categories; making sure Jen G. is getting mentorship and guidance she needs in her position—Barb, Adele, and Laura will meet with Jen.
- Neil Sherman- Monday may 13<sup>th</sup> bus 80 girls to have cooking lesson and have white house chef; take to fingers lakes to cook and eat ; surprise for girls; mystery trip
- Leadership circle 22 members
- United way blueprint for change \$25,000 for summer bridge
- Request Rochester community foundation \$8000 summer bridge
- Laura bush foundation for books for library
- Set up meeting with Daan braveman—Jennie will arrange this

**Agenda item: Executive Committee**

**Presenter: Duffy**

- Would like to consider Saturday morning meeting in January in February; to discuss upcoming problems before they happen—proactive- working board retreat to create some protocols and documents; draft documents- policies we need in place that would need board approval; list of “to dos”

**Agenda item: Governance Committee**

**Presenter: Erika**

- Discussion about new nomination process for potential board members- need a good introductory process; today, we are nominating Sean Miller (currently on governance committee)—helpful in governance committee: background in audit; (see motion #5 above)

**Agenda: Finance Committee**

**Presenter: Jenny**

- \$50,000 range surplus; need to validate title I funding; application not done for this yet—and this needs to be a priority
- Over budget in technology, food service, office renovations—FOOD SERVICE greatest concern
- Kirsten found some ways to address food service—upcoming meeting with SSJ
- Filed CSP claims
- Need to be careful about spending anything that is not absolutely critical
- Still need to pay back \$40,000 from M and T (line of credit) ;

**Agenda: Development Committee**

**Presenter: Cynthia**

- Jennifer and Jill worked amazingly well and did a remarkable job with breakfast
- Pipeline for annual giving and sponsorship is set for future;
- Develop list of what people can do: so many wondering what they can do: giving and time and talent; pull that together so that when we do tours; we can say here is what you can do: giving wise; or time wise here are your options and talent wise, what can you do
- Cool women hot jobs: January 17<sup>th</sup>
- Looking for corporate partners; throughout year (time, talent, and treasure)

**Agenda item: Real Estate Report**

**Presenter:  
Flor**

**Discussion:**

- Looked at Larry Glazer space 89 Canal Street; property fantastic; completely empty 5 story building; bright; lots of windows; U shaped building—we would get floor 1 and floor beneath—like elevated basement; huge loading dock attached to ground floor can be converted into gym; green space; space for parking lot; perfect for our needs (Canal Street); market rate rentals above (residences on top 3 floors)—build up space in stages; looking for backup and guarantors; have to educate on model; this school in particular; without build out what is the cost?

**Agenda item: Health Committee**

**Presenter:  
Mary Beth**

**Discussion:**

- Still looking for new members; and to sort out food issues; would like some board guidance for priorities so that committee has more direction

**Agenda item: Principal's Report**

**Presenter:  
Jennifer**

**Discussion:**

- culture and climate lifting at school – major transformation—increase attendance on Saturday- 1<sup>st</sup> concert last night—
- Much better luck with instruments: getting 5 cellos and 12 violins; String ensemble and band almost complete
- Staff meeting; book club started; online cyber book club

## Young Women's College Prep Board Meeting Minutes

Date: January 4, 2013 Time: 8am

Location: YWCP

Attendance and Approval of December Board Meeting Minutes: Laura Rebell Gross, Kirsten Barclay Manske, Duffy Palmer, Sean Miller, Jenny Vossler, Flor Colon, Cynthia Woolbright, Mary Beth Robinson, Christine Boev

On the Phone: Brooke Stafford-Brizzard, Natasha Williams, Susan Solomon, Ann Tisch

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Motion to approve December minutes – Cynthia motioned to approve, everyone seconded, motion passed.

Agenda Item: Operations Report

Presenter: Kirsten Barclay Manske

Discussion:

- We will received \$40,000 from SSF grant in next few weeks
- Food service – Naz has asked that we don't contact the state regarding our food contract. We have no separate food agreement with them other than the lease. KBM will meet with Naz again to discuss this and update the Board. SED has said there's nothing we can do to get our school breakfast and lunch program running, our provider has to do it. Foodlink has a charter school lunch program, but we have to ask if we're willing to risk the relationship with Naz and we will owe them close to \$40,000 for the lunches they've already provided. If we have to live with it for this year, we need to fix it for next year. The best answer is to work with Naz and get the reimbursement so the expense is around half of what we're spending.
- Emergency preparedness plans are in the works. The building does not have one. YWCP will meet with RPD and Naz and the dance studio to create one. All teachers now have walkie-talkies for now.
- E-rate is how you get reimbursed for a lot of the technology infrastructure. A plan for our multi-year tech needs is due in February. They need a very detailed plan of what we are going to need when we're full-scale – wire drops, servers, smart boards, etc. JG and KBM are developing a plan. It's a reimbursement program so you get reimbursed for what you spend. If we miss this deadline, you miss the construction period of 2014. They are getting advice on what is reimburse-able and what is not. The project goes out for bid through e-rate.
- KBM handed out this schedule of upcoming dates:
  - 1/9 Community Race Symposium
  - 1/10 MLK Jr. Lecture at U of R
  - 1/12 School Choice Expo at the Convention Center
  - 1/23 YWCP Open House 10-11am
  - 2/7 Schoolwide MAG field trip
  - 2/8 I AM evening performance
- KBM wants the board to vote to allow her to write a request letter to SED to change our class size from 75 to 80. BSB said the charter says all incoming 7<sup>th</sup> grade classes can be up to 80 kids. KBM is asking that we change it to 85 kids. KBM says it's not a revision to the charter if it's only 5 kids. They don't consider that a significant change. The school is now at 79 students after attrition. We could go to the waiting list to take on an 80<sup>th</sup> child if we want to. Flor moved to seek permission to ask to change the number of students from 80 to 85. Cynthia seconded the motion. Everyone approved, including those on the phone – motion passed. JG indicated there's not much research regarding negative effects of larger academic class sizes. She does want to keep advisory small. Regarding concerns for the college counselor having a larger caseload, Ann Tisch suggested adding community help. AT said the state will base your graduate rate on how many kids were in your freshman class.
- YWCP is interested in becoming a PBS – positive behavior supports – school. 80% of staff has to buy in for it to move forward. Will hopefully send our first team to training, free of charge, at BOCES in February.

- YWCP has implemented a spending freeze
- HR – we need to clean up personnel files and create one policies and procedures handbook going forward.

Agenda item: Governance Report

Presenter: Laura Rebell Gross on behalf of Erika Duthiers

- The committee discussed some new processes, and will provide an update at the next meeting.

Agenda item: Finance Report

Presenter: Jenny Vossler

- JV had a 5-hour meeting to create a 5-year projection for YWCP. This should be ready for presentation at the March meeting. Next committee meeting is scheduled for end of January. In May, we need to finalize our budget for FY 2014 for approval. At the next meeting, we'll look at the statements through December for approval and submit them to SED.
- JV is also creating a policy plan regarding control, such as ethics. Bonadio is looking at that now for input.
- Revenue sources are solid but we need to be cautious about spending. Most of our start-up costs are done now but we need to start taking on cost for next year's preparations. We won't need more student desks because teachers will share classrooms, but we may need more teacher desks and file cabinets.
- Resolution: JV asked the board to authorize her to set up a separate escrow account at M&T funded with \$25,000 on behalf of YWCP. It's for dissolution of the charter if we don't get renewed. Motion made by Jenny Vossler. Mary Beth Robinson seconded. Approved by all, including those on the phone. The motion was passed.

Agenda Item: Development Committee Report

Presenter: Cynthia Woolbright

- Breakfast actually raised almost \$41,000, plus the match. We will keep the breakfast at Temple B'rith Kodesh. Ann Tisch suggested making Sheila Hopkins an honoree for next year's breakfast, and a reminder to take a lot of photos of her at CWHJ. Next year we will increase the prices for our tables and tickets.
- Cool Women Hot Jobs is on January 17<sup>th</sup>. Sheila Hopkins will be the keynote speaker. She is the VP of Global Vision Care. We'll have 8 speaker sessions in the morning. Another dozen women or so will join the students at lunch for "table talk". Keynote will be in the auditorium.
- Other development sub-committees are meeting in January – corporate sponsorship, annual giving, CWHJ, spa night.

Agenda item: Real Estate Committee

Presenter: Flor Colon

- The committee is still looking at other options besides the property on Canal Street. They are trying to figure out exactly what our needs are to help the realtors see what else is available.
- Duffy was called by the board chair for the U Prep boys charter school on Lake Avenue. They are outgrowing their space and wanted to know if we are interested in the space. Duffy and Flor will visit the space as soon as possible. They have 7-9<sup>th</sup> grade right now. It could be a possibility for a "staging area" until we can get our dream school.
- JG will talk to the RCSD to see if there's been any change that would create space inside one of their buildings.

Agenda item: Audit Committee

Presenter: Sean Miller

- We welcomed Sean to the board. He will begin to put together an audit committee as soon as possible.

Agenda item: Health Care Committee

Presenter: Mary Beth Robinson and Christine Boev

- The chairs would like to meet with Stephanie Drinkwater, LRG and JG to discuss what the mission of the committee is so they can move forward.

Agenda item: Foundation Report

Presenter: Laura Rebell Gross

- Looked at calendar of events. Upcoming is Cool Women Hot Jobs, the corporate Spelling Bee, Florida luncheon on April 4<sup>th</sup>, Spa Night on May 9<sup>th</sup>, visit to Culinary Institute on May 15<sup>th</sup>
- We are creating a Corporate Leadership Circle and plan to approach businesses at the beginning of the year. This would be for gifts of \$10,000 a year for 6 years. Board members were asked to look at our list of potential corporate sponsors to provide input and contact names.
- Trustees were asked to help fill out missing email addresses for our contact list.
- Duffy and Jen Schaff met with Daan Braverman about Summer Bridge. Nazareth College will donate the space again – this time for 3 weeks.

Agenda item: Principal's Report

Presenter: Jennifer Gkourlias

- Staff had a retreat on 1/2/13 to create data walls tracking reading goal and belonging goal. They are on display in the counseling/latin room.
- New staff member, Daliza Alvarez, special education.
- Science research project for January is underway.
- Every 6<sup>th</sup> grader in Rochester has received the recruitment mailer by now. The school has been getting calls from parents about it.
- Lottery night is April 15th. Cut off date for applications will be April 1<sup>st</sup>. Lottery will be done here in the auditorium. Notifications will go out and first enrollment by mid-May. Want full enrollment by June so we can have 100% participation in Summer Bridge.
- We have increased the number of girls with 4 or more asset-building activities. This helps us to reach our 100% belonging goal. Girls with no activities have been asked to be school tour guides.
- Reading achievement continues to be a concern. We are re-grouping the writing block. A large number of girls made significant gains, but the lower echelon is not improving. We are now working with a consultant from BOCES to try to lift those lowest level readers. For the "bubble" level (30 girls) the U of R partnership is doing a book club and online blog.
- Melanie Silas has agreed to do a spoken word performance about respect on 2/8/13.
- The Charter Liaison, Patty Mason, has resigned. Another woman will do a site visit in February to make sure we are in compliance.
- Network of Charter Schools Principals will visit YWCP on January 30<sup>th</sup>.
- Created an ILP – Individualized Learning Plan – for each student for their conference in February with parents to help students take ownership of their own academic plans.
- We have Honor Roll and High Honor Roll now.

Respectfully submitted by Lauri Bonnell, 1/4/13

# Young Women's College Prep Board of Trustees Meeting Minutes

## February 1, 2013

### 8:00am at YWCP

Present: Laura Rebell Gross, Natasha Williams, Jenny Vossler , Christine Boev  
On the Phone: Susan Solomon, Ann Tisch, Marybeth Robinson, Erika Duthiers

Note: We did not have enough people to approve the minutes from last meeting.

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Agenda Item: Principal's Report  
Presenter: Jen Gkourlias, Principal

- Jen G. talked about recent student literacy assessments that were recently completed. On the first test, more than 45 students did not score at all on the test. They created an intervention plan, and as a result on the 2<sup>nd</sup> test the number of "0" went from 46 to 26. There was also a huge increase in the number of "1" and a slight increase in the number of "2". 100% of the staff are now focusing on moving this achievement. Jen thinks there will be big improvements on the April assessments.
- Enrollment for next year so far: 43, which is on track with last year. 8-10 families came to the open house this week.
- Planning Girls' Day Out in March, and a field trip to the Memorial Art Gallery today (2/1/13)
- Sending 7 members of community to Charter Lobby Day in Albany.
- Working to increase the number of time that students are spending on instruction. Jen and Kirsten met with Barbara Hadley, former RCSD principal, to help with this. There's now less downtime, more physical activity time, increasing latin, lengthening math and English, eliminate dance teacher and program, moving phys ed into the middle of the day, creating a health class - every student will get at least 1 hour/week.

Agenda Item: Finance Committee Report  
Presenter: Jenny Vossler

- Met with Bonadio and have the audit schedule for the 990 in April. There will probably be a second audit in July for this year. The April audit is for the planning year.
- Have been working on a 5-year projection budget, which will be revealed in March. Have been looking at other charter schools for comparison. The big unknown is the building cost.
- In this year's budget, revenue is continuing to evolve. We think we're going to get a little less than expected from the state stimulus grant b/c we didn't spend the money in time. We are over in expenses in school operations, textbooks, data assessment tools. We are under budget in personnel and expenses, and building maintenance. The budget is tight right now.
- We're showing several hundred thousand dollars of surplus revenue for next year, at this point, but that could easily change.
- Financial policies and procedures have been reviewed by the Finance Committee, by Jen G. and Kirsten, by Bonadio, and Sean will review them as head of the Audit Committee. Jenny will stay involved until we're ready to handle some of the finances on our own, but we're not there yet.
- Jenny asked if any has any questions about the internal policy. Erika asked if we have mechanisms in place to make sure we don't miss out on state grant money in the future. Jenny aid procedures we have set up now will make it easier and now there's a much better understanding of what needs to be submitted in the future. Jenny also said that she and Kirsten are talking to a company that provides outsourced accounting services to charter schools and they have a system that might help. They need to explore the costs of that. Quickbooks, which we are using now, is a good resource but it doesn't do everything that we need. This company, are just one option. Erika suggested asking other charter school who they use, and Kirsten said most of the others use a Charter Management Organization to do this. We

don't have a CMO. Laura said having a CMO is an option and we could look into it in the future. Jenny said there are opportunities to outsource some of our needs, such as financial and human resources, without going to a full CMO.

- We don't need to vote on the financial policies and procedures document because it is in draft form. If anyone has any questions, they are asked to submit them to Jenny before she makes the final draft.

Agenda Item: Vote on Parental Involvement Policy document

Laura Rebell Gross proposed to approve it. Jenny Vossler seconded it. All approved it, including those on the phone. None opposed. Motion Approved.

Agenda Item: Parent Community Staff Complaint Policy – are required policy under Charter School Law that outlines the process for anyone who wants to complain that we are violating our charter. The way it's written in the policy is the the first instance is reported to the Director of Operations and she provides a written report to the Board of Trustees. In the instance where the complaint involves the DO, the first instance will go to the Vice Chair of the Board. She will then provide a written report to the board. Laura Rebell Gross proposed to approve the policy with the addition of the second sentence. Christine Boev seconded it. All on the phone approved it. All in the room approved. None opposed. Motion passed.

Agenda Item: YWCP Student Records Policy – this is a federal that protects the confidentiality of student records and gives the board the opportunity to decided on exceptions, such as directory information. The information that we want to delineate as an exception are outlined in the document. It allows us to transfer students records without parent permission to schools that students may be transferring to or transferring from. Under the contents section, there is a hearing provision for when parents want something removed from a student record. It's the board's perview to decide whether or not to remove that information from a student record. Open to questions. None. Laura Rebell Gross proposed to approve this document. Sean Miller seconded it. All on the phone approved it. All in the room approved it. None opposed. Motion passed.

Agenda Item: YWCP Attendance and Behavior Code. The disciplinary code is designed to ensure that anytime there is a disciplinary infraction that along with a punishment, there is an intervention that ensures the students gets the kind of help they need. These are aligned with the reporting requirements from the State Ed Dept. Jenny Vossler asked who the "hearing officer" will be as referenced in the document. Kirsten aid in most schools that is the DO, but it doesn't need to be named in the document. Jenny also asked about the difference between level 1, level 2, and level 3. We have that outlined in a document that the teachers have. Jen G. is excited to have a formal plan in place. This will become part of the family handbook that parents have to sign off on. Kirsten will incorporate these questions into a final draft document and will bring it to a vote in March.

Agenda Item: Real Estate Committee

Presenter: Laura Rebell Gross on behalf of Flor Colon

- Committee members visited the UPREP school but did not think it was a great option for us.
- There is a meeting coming up with Larry Glazer to talk about the building on Canal Street. Also, building that the RCSD give up go back to the city, so that may be another option for us.

Agenda Item: Outcome Recovery

Presenters: Daleeza Alvarez and Jessica Mangicaro

- Daleeza and Jessica looked at student report cards to see where students were not meeting their outcomes. Deleeza began pulling students out of Jessica's class to reintroduce a topic that they may have missed the first time. These are students who received a 1 or 2 on that topic. It's usually 5-10 girls at a time. Jessica said so far they have done unit 1 recovery and so far all have recovered their unit 1 outcomes. They are now working on unit 2 recoveries. Jen G. wanted to publicly recognize their work.

Agenda Item: Health Care Committee Report

Presenters: Christine Boev

- The committee met on 1/23/13 and had several people in attendance. They outlined the scope of the issues facing the students in terms of health care so the committee could get a grasp on what the priorities are. Nurse Stephanie Drinkwater gave demographics on the students. There is a diabetes problem among our students. 52% of our girls are obese. The committee thought nutrition should be incorporated into the Summer Bridge program.
- They talked about pregnancy prevention and sexual disease prevention.

- Goal for the next meeting is to discuss how they can meet the priorities to help with the snack, obesity, and nutrition.
- Kirsten suggested contacting Andrew Donniger at the Monroe County Health Department to help us if needed.
- Laura Rebell Gross said we can use the new health class to bring in speakers to discuss some of these important topics.
- TWYLS Astoria is the first sugar-free school in NYC, possibly the state

#### Agenda Item: Audit Committee Report

Presenter: Sean Miller

- The committee has not had a meeting yet. Sean is still putting together members, at least 3, hopefully 4-5.
- Sean provided an overview of the committee's main responsibilities. There is some overlap with finance and governance committees.
- From a high level, there are 5 things the committee should be responsible for: integrity of the financial statements, internal controls, external auditor reviews, compliance with legal requirements, review of the IRS form 990.
- Sean welcomes feedback on this overview.
- At the next meeting, he hopes to develop a charter for the committee, have a meeting and create a standard agenda for the committee.

#### Agenda Item: Development Committee Report

Presenter: Lauri Bonnell on behalf of Cynthia Woolbright

- 25% of the way towards meeting goals.
- \$100,000 annual fund goal is at \$72,000
- \$52,000 breakfast goal ended up at \$91,000
- Other fundraisers goal: \$25,000
- Grants: 100,000 goal; currently at \$38,000
- Cool Women; Hot Jobs brought positive media, girls enjoyed it, developed new partnerships w/ women who came
- Donor stewardship letters have been sent to leadership circle members: includes pledge commitment for leadership circle members (per audit advice).
- Developing corporate leadership circle ((\$10,000 per year for 6 years)
- Breakfast for advisory group members to encourage joining leadership circle
- See upcoming important dates – could use help.

#### Agenda Item: Foundation Report

Presenter: Laura Rebell Gross

- We got our 501c3!!!
- Cool Women, Hot Jobs was a success. We had ten morning speakers and 20 table talk presenters. The budget for this event was provided. A grant of \$5,000 from the Women's Foundation of Genesee Valley covered this event and netted us \$1,000.
- We had a piece in the Rochester Magazine about Tammy Swales and our students
- Laura Rebell Gross took 2 students to the U of R to speak to an undergraduate student panel about School Choice.
- Two students are going to a student-led Tedx at Allendale Columbia School.
- Laura's planning a fundraising luncheon in Florida in April.
- Spa Night will be at Village Gate.
- We need volunteers to donate 40 journals for the students.
- Grants update: the United Way is considering a \$20,000 grant for Summer Bridge. There are other outstanding grants we are waiting to hear about. We are hoping to send 4 students to the Girls

Leadership Institute at Mount Holyoke this summer. We are asking the Rochester Women's Giving Circle for a grant for that. We've asked the Cornell Weinstein Foundation to give \$30,000 to get the Read 180 program for our students.

- We have been invited to take part in the Wegmans LPGA tournament in June. We don't know the details yet but we'll let you know.
- Natasha Williams invited four students to a Martin Luther King Jr. address at the U of R to hear a speaker. They were able to attend the VIP reception.

Agenda Item: Operations Reporter

Presenter: Kirsten Barclay Manske

- SED visit on 2/27/13. KBM set an agenda for this visit. She'll visit some classes, talk to teachers and several board members. She expects they will need to discuss items of note from last time to address how they've changed it.
- Students are going on several field trips coming up – RPO, the MAG, and the RMSC.

**Respectfully Submitted 2/1/13**

# Young Women's College Prep Board of Trustees Meeting Minutes

**Date: March 1, 2013**

**Time: 8:00am**

**Location: YWCP, 1001 Lake Avenue, Rochester, NY 14613**

Attendees: Flor Colon, Christine Boev, Duffy Palmer, Natasha Williams, Jennifer Gkourlias, Laura Rebell Gross, Jenny Vossler, Erika Duthiers

On the Phone: Ann Tisch, Howie Jacobson, Brooke Stafford-Brizard

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Actions:

Roll Call: Taken

Vote on January Meeting Minutes: Motion to approve, Christine. Seconded, Laura. All in favor, none opposed. Motion approved.

Vote on February Meeting Minutes: Motion to approve, Laura. Seconded, Christine. All in favor, none opposed. Motion approved.

Vote of financial policies and procedures: This document separates responsibilities. It's been reviewed Sean Miller, the finance committee, the auditors, Kirsten and Jen G. It will continue to evolve, but it needs to be submitted to the state. Motion to approve, Flor. Seconded, Sean. All in favor, none opposed. Motion approved.

Agenda Item: Finance Committee report

Presenter: Jenny Vossler

- Did not have a finance committee since the last board meeting. The next one is scheduled for March 16<sup>th</sup>. That will focus on the operating budget for FY14 and a 5-year projection. Need to get it approved by June, which is the start of FY14 and submitted to SED.
- The projection for FY13 – the state stimulus grant has been finally approved for around \$30,000. Should see the cash within the next couple of weeks.
- The CSC grant has been approved for \$600,000. The first payment should come in the next two weeks, then we'll be able to make monthly payments against it.
- This should take the pressure of the cash flow for the remainder of the year.
- We need to fund our escrow account within the next week, once we get those funds.
- The meal cost for breakfast and lunch – we got the news that they are going to be reimbursed. She thinks our cost will only be about \$300/month. We will get reimbursed for some of the expenses that we already paid.
- Jen G. commented that we made a connection with Foodlink to try to help reduce the costs for snacks.

Agenda Item: Governance Committee Report

Presenter: Erika Duthiers

- Committee met on February 27<sup>th</sup>
- Goal to get in compliance with Open Meeting Law. We discovered we have to post all meetings on our website. Notice also needs to go to the media and be posted in a public place, like a library. We cannot transact business without a quorum and the phone doesn't count unless it's videophone – like Skype or Facetime.
- The board committees may need to post their meetings as well if your board is made up on mostly trustees. Committee chairs can call Erika if they have questions.
- Suggestion, put the list up in the main office and outside the Foundation office.
- Will ask for a vote on the Policy Governing Retention and Destruction of Records document at the next meeting.

Agenda Item: Development Committee Report

Presenter: Lauri Bonnell

- Main highlights-holding off on Spelling Bee
- Thinking of a Back to School event-Kick off for
- Small group breakfast coming up-April 11<sup>th</sup>-loving cup
- Volunteer menu is being created right now

Agenda Item: Audit Committee Report

Presenter: Sean Miller

- Will hold its first formal meeting in the next 2 weeks, goal will be to formalize the charter and present it to the BoT at the next meeting. Board members will probably be all non-board members.
- Over the next couple of months, the main focus will be on doing the Form 990 for the planning year, scheduled to happen in April. Then shortly after, they'll begin working on the 990 for the first operating year.

Agenda Item: Health Care Committee Report

Presenter: Christine Boev

- Committee has not met since the last BoT meeting
- One committee member, Ellen Volpe, came and visited the school
- Suggestion to add Michelle Sampsel can join the committee. She is the physical education and health teacher. Michelle and Jen G. have put together a health curriculum. They will present it to the health committee at the next meeting.

Agenda Item: Real Estate Committee Report

Presenter: Flor Colon

- The committee has visited about six properties over the past 4 months. A lot of what's available is industrial property. So the committee has decided it makes the most sense to look at a permanent space verses a temporary space.
- There's also a lot of competition from other charter schools who are also looking for space.
- They've selected 3 properties as the best:
  1. The Glazer Building on Canal Street. 64,000 square feet. It is an industrial building, but it has potential for green space. It's an up-and-coming neighborhood, near Susan B. Anthony House. This would be difficult to get in in 14 months.
  2. Owned by Elliott Landsman. His company is very interested in having a charter school in their space. It's on the corner of Glide Street & Buffalo Road. The building is interesting – rectangle with an open space in the middle. There are windows at the top to let in a lot of light. 120,000 square-feet. There are two concepts for usage. They have no problem with us getting in in 14 months. They are willing to charge us rent for only part of the space, but there is no green space, although we could use the roof with one of the options. The building before house American Laundry, which manufactured washing machines, and during WWII was used to make weapons.
  3. Rochester Colgate Divinity Crozer School. 20-acre campus. It's a historic landmark from 1817. It's been a divinity school for many years. It requires a lot of investment as well, but it's a gorgeous building. Sits on the corner of Highland and Goodman Streets. Ithaca College has a 60-year lease and would remain a tenant. There are multiple buildings. One contains Hope Hall. It has significant rental income of \$600,000/year. Had the first meeting with the CFO and the President. They are open to every option – buying the building and leasing back a little to them, leasing space from them, etc. The President has discussed this with their key board members and gotten back encouraging news that they are very interested. They have a board meeting on March 6<sup>th</sup> to discuss it. We are scheduling a meeting for the week of March 11<sup>th</sup> with them. They connect with the mission and see the value of having our girls in the school. They only use 3 classrooms in the building 3 times/week. Flor thinks their preference is for us to buy the building. Flor has taken some floor plans to La Bella and they

drew some site plans, just to make sure we could have our school there. Ann brought up the point of the cost of the renovations and the ongoing maintenance. They are extremely motivated to sell. The property can't be taxed. The Divinity School has a \$10m endowment, so one potential scenario is to ask them to loan us the money for the building so we don't have to find a bank to back us.

- We have to make a decision very soon. We should break ground on renovations in the next 4-6 months. The committee is considering getting a project manager to help us. There will be some upfront costs, such as a project manager for possibly \$15,000. We paid La Bella a few thousand dollars to draw site plans for the Divinity School. Attorney Bob Burgdorf has been donating his time so far as our negotiator. He's a real estate attorney at Nixon Peabody. He's also on counsel at St. John Fisher.
- Erika reminded us that we need to get three bids for work.
- Jenny asked when do we need to get State Ed involved?

#### Agenda Item: Foundation Report

Presenter: Laura Rebell Gross

- Leadership Circle is up to 26 members
- Taking students to see the documentary movie "Girls Rising" on 3/7/13.
- Jen G. and Laura are presenting at the NYSAWA conference.
- Grants: got \$7,500 from RACF for Summer Bridge, submitting for \$9,060 to Rochester Women's Giving Circle for Girls Leadership Institute summer camp, applying to Weinstein Foundation for Read 180 program.
- Duffy suggested putting the Board Members on more of our mailings.

#### Agenda Item: Principal's Report

Presenter: Jennifer Gkourlias

- SED visited on Wednesday. Susan mentioned thinking out 4-5 years from now when they do the renewal audit – the types of evidence that she would like to see. She couldn't stress enough academic achievement.
- Our master schedule has changed to decreased non-academic time.
- Both Matt and Jessica were trained in how to assess the new assessments. You have to have 100% kids take part in the assessment, and meeting the state targets for achievement. The Hostos Charter School shows that they are outperforming other schools in their neighborhood. That's our minimum goal. Matt is now accompanied by Stephanie Senecal in the classroom. She is a reading support teacher. She also does outcome recovery for science and English. We now have two teachers dedicated to gap closing, which is unique.
- 100% of the girls are completing a scientific-based research project.
- What impressed Susan Gibbons on her visit: the Latin program. She has never seen 7<sup>th</sup> graders who loved Latin so much. She loved the curriculum, how it was interdisciplinary – like disease unit, and inner-outer beauty unit. She loved how the teachers worked as a team. She was impressed with how welcoming it was and how natural it was to have visitors. Students were able to articulate what they were proud of about their own learning, and what outcomes they have recovered.
- This month, every parent will get a student-led conference. Students are being taught in advisory how to lead the conference. She'll do her own reporting off her progress report and take responsibility for her areas of growth.
- Jen is developing teacher evaluation protocols. Duffy mentioned there is a principal review committee that will meet next week. They should have a workable draft by the next meeting.
- Jen has been doing research on highly effective principals and schools. One of the things she's found is that everything the board is doing should support the strategic plan of the school. Every activity, every volunteer, every donation should point to that goal: 100% reading and 100% belonging.
- Recruitment, we have 68 applications in. We're doing a final recruitment event on March 20<sup>th</sup>, an open house. Board members are invited to come. Want a media blitz on this last open house.

- Jen says we need a formal parent advisory board that advises the principal on school policy. Jen asked Susan Gibbons for other schools to model. We've had informal parent circles on a monthly basis, but they are not well attended. Jen would like to see a more diverse and broad representation.

Motion to adjourn: Erika. Seconded by Duffy. All in favor, none opposed. Motion approved.

**Respectfully submitted 3/1/13**

## **YWCP Board of Trustees Meeting Minutes**

**Date: April 12, 2013**

**Time: 8:00am**

**Location: 1001 Lake Avenue, Rochester, NY 14613**

Attendees: Mary Beth Robinson, Laura Rebell Gross, Duffy Palmer, Flor Colon, Christine Boev, Jenny Vossler, Natasha Williams, Brooke-Stafford Brizard on facetime.

On the phone: Erika Duthiers, Cynthia Woolbright, Brooke-Stafford Brizard, Susan Solomon

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### Actions:

Roll Call: Taken

Vote to approve last month's meeting minutes: LRG put forward the motion, seconded by Duffy and Mary Beth

### Discussions:

Agenda Item: Finance Report

Presenter: Jenny Vossler

- Committee met to discuss operating budget for FY14. LRG, JG and KBM are meeting with JV again to discuss this budget. Targeting a \$150,000 surplus.
- Will send out budget soon after, ask for approval at the May board meeting.
- State stimulus grant came in and is done, we have other payments coming in soon. We're good from a cash flow perspective.

Agenda Item: Governance Report

Presenter: Erika Duthiers

- No committee report
- Vote called for Records Retention Policy, motion to pass, Laura Rebell Gross, seconded Jenny Vossler, passed by all one-by- one

Agenda Item: Real Estate Report

Presenter: Flor Colon

- Waiting for a draft lease from Sacred Heart on the new building. Will be a 3-year lease with extensions, at least 2 one-year extensions. Hopefully will be effective 7/1/13.
- For our current lease with the Sisters of St. Joseph, they seem to be interested in an amicable termination of the lease with no payments.
- Both the Landsman building and the Divinity School, there are site plans to see how we would fit into the space. Joe, the engineer has been working on costs for both buildings including renovations to see a side-by-side comparison.

Agenda Item: Principal Evaluation

Presenter: Laura Rebell Gross

- Executive committee met to create a principal evaluation tool for Jennifer Gkourlias. Adele Bovard will lead the evaluation.
- Vote called to approve the principal evaluation tool, motion to pass Christine, Mary Beth seconded, all approved one-by-one

Agenda Item: Health & Wellness Committee

Presenter: Mary Beth Robinson

- Have added a second dietician/nutritionist to the committee. Ellen Pfiesser has helped collect a 3-day diet diary from the students, which she will analyze. Don't have the results yet.
- At the last meeting, Dr. G and Michelle Sampsell presented their health class curriculum. It addresses self-esteem, exercise, etc. Want to do a trip to the Rochester Public Market for a food shopping exercise. Looking for funding for

transportation. Another idea to have the girls do a service project to let their community know about the free summer lunch programs that are available but underutilized.

- Flor Colon suggested checking out the Greater Rochester Health Foundation.
- Next meeting is Wednesday, April 16<sup>th</sup>

Agenda Item: Development Committee Report

Presenter: Lauri Bonnell

- Spa Night
- Strategy

Agenda Item: Foundation Report

Presenter: Laura Rebell Gross

- Identified the top priorities for the next fiscal year: capital campaign, Read 180 program, Summer Bridge, Respect Institute, and College Counselor. This is the start of a discussion about priorities.
- Waiting to hear from Cornell Weinstein Foundation about READ 180 and Summer Bridge grants. Waiting to hear from United Way for Summer Bridge grant. Waiting to hear from Rochester Women's Giving Circle for Summer Leadership Institute grant.
- Want to thank our Advisory Board members. Reception was cancelled due to low attendance. Rescheduled for June 14<sup>th</sup>.
- Communications – want to get the message out in our way about the new building. Working to update website and print pieces.
- Donor Management Software – looking into our options for this. Will report back to the board in the future.
- Board Management – looking into Board Docs and My Committee as options.
- Next board meeting will be moved to Nazareth College.

Agenda Item: Principal's Report

Presenter: Jennifer Gkourlias

- KBM is not looking to stay on in the position. Need to start recruitment for a new Director of Operations. We have 3 exceptional candidates that have been pre-screened. Person needs to have school-based experience.
- JV suggested getting someone in who does accounting for non-profits for a contracted CFO role. There are some dollars in the operating budget for next year for some of this.
- LRG said we are definitely hiring a Dean of Students who will take the student management, discipline person, so Jen can do her job in terms of curriculum and instruction.
- Need to revise the DO job description to take out the student management part and send it to JV. She will be the next step for qualified candidates. KBM will help transition the new person in the job.
- Assessment: next week there are 3 days of ELA assessments, math is the following week.
- We are a 90-90-90 aspiring school. Jen went to DC for the 90-90-90 Summit. Major indicators of this type of school are that the students know the Common Core Curriculum and can speak on their own progress. Our growth opportunity is to increase the frequency that the staff are looking at the data.
- We've seen a growth from the first assessment in girls who are reading at or above grade level. We need the girls at the high levels to get appropriate levels of challenge. In basic-to-proficient, we went from 28 to 30 students. We started at 50% reading at below grade level, shrunk to 46%, we need to get even more reading at grade level. This is why we want to get the Read 180 program for students, as well as System 44 for the below basic students. Our goal was for 100% of students to be reading at grade level by the fall of 8<sup>th</sup> grade.
- We are increasing the number of students per class. We'll draw 90 names for the new class of 7<sup>th</sup> graders, and enroll five more for the 8<sup>th</sup> grade class. This is better for the fiscal health of the school and fewer transitions for the girls mid-year.

- LRG brought up concerns about having a class of 90 students. It is approved by the state. JG said there is a natural attrition that we should expect. We are trying to hedge against attrition. Also, not everyone who gets an offer at the lottery, accepts it. You can also expect to lose kids in the transition to 9<sup>th</sup> grade.
- LRG said we need to make sure that our quality doesn't suffer by having a larger class. We want to continue to follow the model of the network schools. BSB is concerned about the ability to build the culture of the school with too many students. KBM said it would be a fiscal concern to have smaller classes.
- Decided that we will send out offer letters to the first 90 students in the lottery on Monday. After that, we will decide how many kids we will accept.
- JG was affirmed this week at the 90-90-90 Summit that we are doing the right things for our students. We are focused on the right strategies, and we are making great achievements.
- Now is the time to submit applications for teaching positions. We hope to be staffed for next year by May.

Agenda Item: Director of Operations Report

Presenter: Kirsten Barclay Manske

- We are drafting an employee handbook, need to consider how it will include non-teachers.
- Can't make offers to teachers until the budget is approved.
- KBM thought the uniforms were too expensive and would like the board to consider a new uniform that is cheaper and can buy locally. She suggested checking out JC Penney. Natasha said it's realistic to expect students to have to buy 1-2 new pieces each year. Many of the students prefer the pants over the skirt. JG said parents complain that it's difficult to find the color gray pants in a teen size. We had problems with Flynn (the uniform company) with the mail order cash and carry. Their customer service was also horrendous. CB also said to check out Stitchworks. KBM said the school spent \$3,000 this year for supplementing uniforms. There is \$6,000 in next year's budget for the same thing.
- At the next board meeting, we will look at new uniforms. Formed a sub-committee to work on this: Natasha Williams, chair – also Christine Boev and Lauri Bonnell, need a student and parent as well.

Action: motion to adjourn, Mary Beth Robinson, seconded, Christine Boev, motion approved by all.

**Respectfully submitted 4/12/13**

## **YWCP Board of Trustees Meeting Minutes**

**Date: May 3, 2013**

**Time: 8:00am**

**Location: Nazareth College**

Attendees: Christine Boev , Flor ColonX, Erika Duthiers, Howie JacobsonX, Sean Miller, Duffy Palmer, Mary Beth Robinson , Jennie Schaff, Susan SolomonX, Brooke-Stafford Brizard, Jenny Vossler, Natasha Williams, Cynthia Woolbright

On the phone:, Brooke Stafford Brizzard, Laura Rebell Gross

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Activities:

Vote to approve last month's meeting minutes.

Discussions: Jennie motion, Mary Beth second: minutes approved

Agenda Item: Real Estate Report

Presenter: Duffy Palmer

Liason between sacred heart and board went away for 2 weeks; did lease when she returned—and now it needs revision. We should receive it today.

Lease will go through 2 years with 1 year extensions as needed

Landsman and Colgate divinity will have longer update on that during our board retreat

Agenda Item: Finance Report

Presenter: Jenny Vossler

- Budget highlights: should not put budget together that has net cash flow for year of less than \$100,000 (all of revenue, expense budget, less anything to purchase school or provide additional technology)
- Line 101: listed as Other purchases (\$90,000): that represents HR and finance resources, and school is going to need more resources than what had this year—estimate of what YWCP will need to take care of from HR side and finance. Question raised about whether the \$90,000 is even enough—
- Line 96: Food budget \$12,500 (food is funded by federal program)—this is based on what we need to serve the food to the students but the cost of the food itself and much of the cost of the service is covered by funding—This year we were paying service fees to Nazareth staff to prepare food, serve food—We will in the future engage with Food Link and they do meals at the cost of reimbursement rate
- Professional Services seems low
- Foundation Fundraising (\$10,000 less than this year)— somewhat arbitrary number – need to get another Foundation Board meeting set up--- need to get foundation budget updated—
- Enrollment for next year: received 133 applications—sent 90 acceptance letters—had 38 families enroll yesterday—by next weeks end, we should have more than 2/3 class enrolled—Do we just take 80 and then take in kids 1 at a time? 90 is cap—natural attrition—we had 5 students leave due to moves and have then filled those spots—should we enroll all 90 at once or go conservatively—
- If we could divide 90 students into groups of 4; then all 90 start with culture of school and have dean of students—
- Adding dean of students position—strong feeling that is needed—makes us top heavy from administrative; also avoid hiring part time people
- Need to figure out DO and Dean of Students roles—Need job descriptions for both—Laura will try and get job descriptions from Network—also need to look at administrative assistant role.
- Can approve budget with minimum \$100,000 cash surplus—approve with knowing surplus needs to get to \$100,000—caveat that if there is a change in excess of something that then will come back to board for approval.

- Jenny makes motion to approve budget with a surplus of \$100,000: if drop below \$100,000 will have to come back to board; if impacts personnel will come back to the board: Cynthia Seconds (Laura approves, Brooke approves)
  - Roll call: Erika, Christine, Sean, Jenny, Cynthia, Natasha, Jennie, Duffy, Mary Beth—all approved
  - Motion carried

Agenda Item: Governance Report

Presenter: Erika Duthiers

- No new report

Agenda Item: Principals Report

Presenter: Jennifer Gkourlias

- State assessments for Common Core: 1 student absent, 1 student ill and make up (because given calculator—proctor error)
- Health Care committee—walked, danced every morning—after tests took walks and went to Rose Garden—
- 2 assemblies: Maggie Brooks, and Aquaba Heritage—girls were great
- 2 local history walking tours this month
- Curriculum doing month—90-90-90 school research: two focus areas: will use data to inform instruction, reading achievement (still have wide gap to close)
- Squash club starting—at Haro East on Fridays—the girls will meet squash coach—18 girls signed up
- Adopting Seneca Park Zoo will spruce up part of zoo—how to green your backyard
- Donation of instruments from Musical Care

Agenda Item: Health & Wellness Committee

Presenter: Mary Beth Robinson

- Great meeting worked closely with Jen to plan trip to Public Market
- Everyone on committee is going to Market

Agenda Item: Development Committee

Presenter: Cynthia Woolbright

- Spa night next Thursday night
- Any connections with food?
- Leadership Circle Breakfast June 14<sup>th</sup> with advisory group, 20<sup>th</sup> Cynthia hosting one – inviting people that couldn't make the breakfast—want to invite? Have breakfast, tour school, etc.

Action: motion to adjourn, Mary Beth Robinson, seconded, Christine Boev, motion approved by all.

YWCP Board of Trustees Meeting  
June 7, 2013  
Location: St. John Fisher College  
Time: 2:00pm

Retreat facilitated by Maria Cianca, Chuck Hertrick, and Michael Robinson to discuss board transition from founding to governing.



### *Enrollment Targets: Progress Toward Goals*

*Describe the efforts the charter school has utilized in 2012-2013 and a plan for efforts to be taken in 2013-2014 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.*

Class of 2018 \*Grade 7, Founding Class Statistics

Target	Actual
Enrollment: 80 pupils	81
Free/Reduced Lunch: 86.4%	90%
ELL: 9.7%	6%
SWD: 16.4%	7%

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 mirrors that of the Rochester City School District. Recruitment events are advertised through direct mailings to the homes of sixth grade students. The list of students is provided to YWCP by the Rochester City School District. In addition, events are made public through social media, facebook, posters in schools and recreation centers, and emails to PTA groups and school leaders and teachers in the Rochester City School District. YWCP participates in the School Choice Expo, held annually in January, providing all Rochester residents with an opportunity to view programs and meet school personnel in all public district and charter schools. In addition, open house events are held 3 times annually, inviting families to tour the school, meet the staff, and learn more about our programs and events. 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. These included the dual language programs at School 9 and the Rochester International Academy, which serves newcomers learning English. 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. In our founding year, our special education percentage was below the target at 7%, however, in 2013-14, our incoming class special education classification rate meets the targeted 16.9 %. 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 and special education students are thriving at YWCP in less restrictive environments than when served in the district. Parents may request a tour and students are encouraged to visit the school and shadow our students to explore the option of YWCP.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, September 05, 2013

Updated Wednesday, September 11, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/cdf79d7a44330ac07ab553c85ecac1c>

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## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Sean Miller*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Audit Committee Chair
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

• • • • •

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, September 05, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/d09a5811213624f749e311d4d0d30a>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Christine Boev*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Healthcare committee co-chair

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

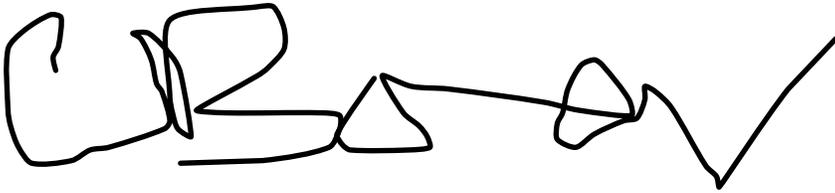
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, followed by a checkmark-like flourish.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, September 05, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/8c833032cef7b2a37df9ca9238aff86>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Flor M Colon*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Chair, Real Estate Committee

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

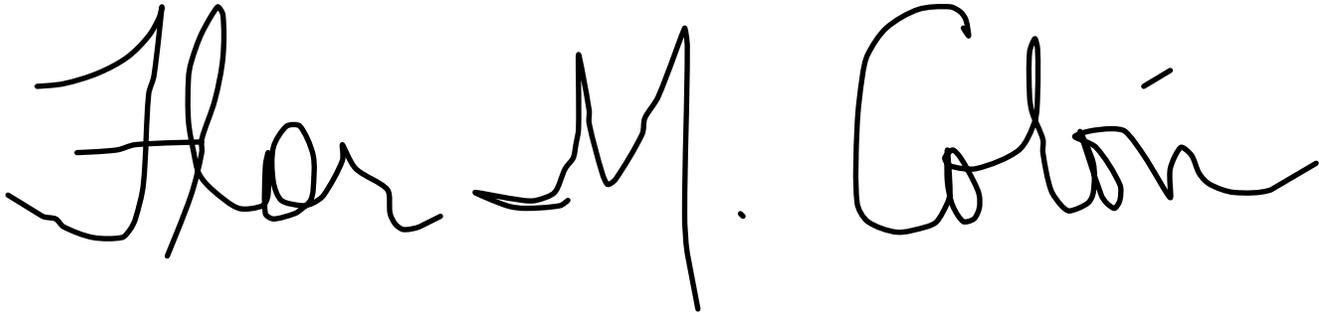
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Har M. Colvin". The signature is written in a cursive style with a period after the middle initial.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, September 05, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/9a8b737294d894980e23a0e1a3b024>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Mary Elizabeth Robinson-Vay*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Mark Robinson". The signature is written in a cursive, somewhat stylized font. The first name "Mark" is written with a large, prominent 'M'. The last name "Robinson" is written with a large, prominent 'R'. There is a horizontal line under the signature, and a vertical line extending upwards from the end of the signature.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, September 05, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/ccb38be8163539f2d911c60a92d690>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Jennifer Vossler*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

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4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Treasurer

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Jennifer Ussler

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, September 05, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/bd93ce58b19a178b918070fc14398e>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*K Brooke Stafford-Brizard*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to be "K. S. H. B. B.", written in a cursive style.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, September 05, 2013

Updated Friday, September 06, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/8cad877406402e3c9e3350599f6f163>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

Laura Rebell Gross

### 2. Charter School Name:

Young Women's College Prep Charter School of Rochester

### 3. Charter Authorizer:

Board of Regents

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Vice Chair/Vice President

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	President, YWCP, Inc.
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	YWCP Inc is a 501C3, non profit with the mission of breaking the cycle of poverty for urban girls in Rochester by providing quality programing and opportunies that connect YWCP's students with the Rochester community, businesses, colleges and universites, and the Young Women's Leadership Network , a highly successful Network of schools in the New York City area.
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	50K
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	9/1/12

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

.

A handwritten signature in black ink, appearing to be "D. J. [unclear]". The signature is written in a cursive style with a long horizontal tail.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, September 06, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/229cb8ec92e73873750d5e907af469>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Ann Tisch*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

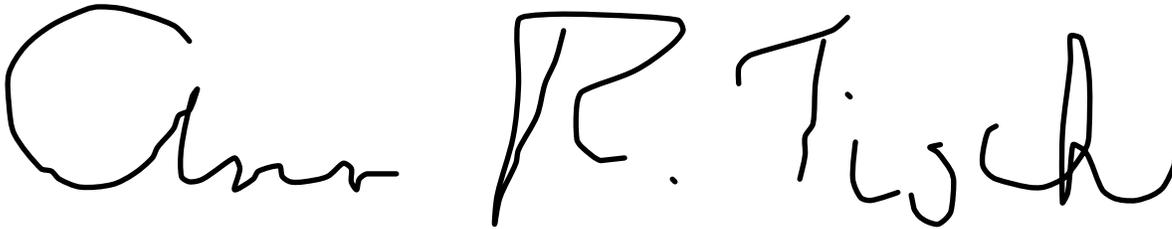
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Alan R. Tisch". The signature is written in a cursive style with a large initial 'A' and a distinct 'R'.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, September 06, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/f13a6dbbfc4269824229a48b1993e4>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Erika Duthiers*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Trustee

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

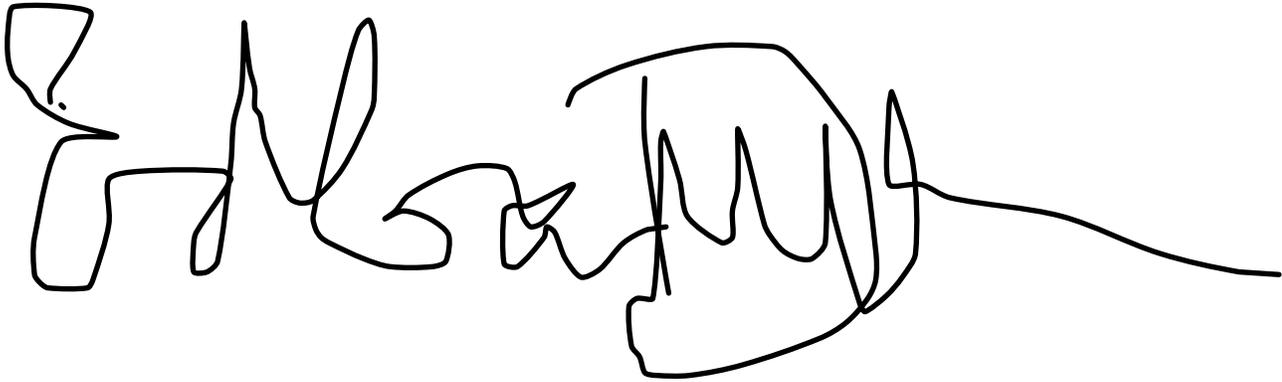
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal tail extending to the right.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, September 06, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/51fd7f7ad1b8ac4182e184650d7ed90>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. Trustee Name:

*Jennie I. Schaff*

### 2. Charter School Name:

*Young Women's College Prep Charter School of Rochester*

### 3. Charter Authorizer:

*Board of Regents*

### 4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

### 5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

### 6. \*Daytime Phone Number:

### 7. \*E-mail Address:

### 8. Select all positions you held on Board:

(check all that apply)

- Secretary

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

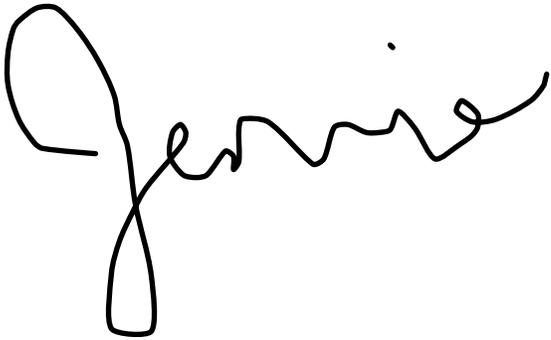
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in cursive script that reads "Jennie". The letter 'J' is large and loops around the 'e'.A handwritten signature in cursive script, appearing to be "L. Smith". The 'L' is very large and stylized, with a long vertical stroke.