

I. SCHOOL INFORMATION AND COVER PAGE

Created Thursday, August 21, 2014
Updated Tuesday, September 23, 2014

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1. SCHOOL NAME

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

261600861019 ROCHESTER CAREER MENTORING 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
30 Hart Street Rochester, NY 14605	585-232-1045	585-232-1058	[REDACTED]

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Dennis Francione
Title	CEO/Founder
Emergency Phone Number (###-###-####)	[REDACTED]

5. SCHOOL WEB ADDRESS (URL)

www.rcmcs.org

6. DATE OF INITIAL CHARTER

2011-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2012-08-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

- 9

- 10

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 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	30 Hart Street Rochester, NY 14605	585-232-1045	ROCHESTER CITY SD	9, 10	Yes	Rent/Lease

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Daniel McFarlane	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Jennifer Bulling	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Jennifer Bulling	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Daniel McFarlane	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

Yes

13a. Please list the terms of your current co-location.

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	7/1/2015	No		Yes	We are looking into available sites within the City of Rochester along with available RCSD sites. The primary site of interest is located at 111 N. Clinton Ave, Rochester, NY 14604	Yes

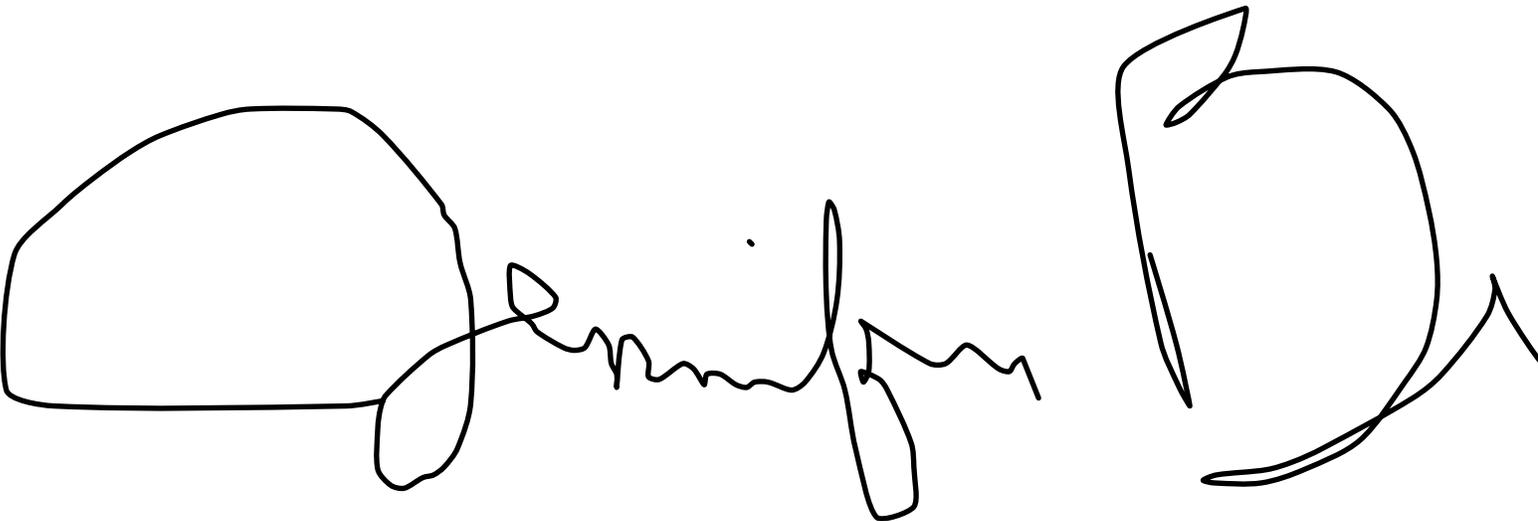
14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

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

Two handwritten signatures in black ink. The first signature on the left is a cursive name starting with a large 'M' and ending with a long horizontal stroke. The second signature on the right is a cursive name starting with a large 'D' and ending with a long horizontal stroke.

Signature, President of the Board of Trustees

Thank you.

Appendix I: Teacher and Administrator Attrition

Created Tuesday, September 23, 2014

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Charter School Name: 261600861019 ROCHESTER CAREER MENTORING CS

Instructions for completing the Teacher and Administrator Attrition Tables
ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
10	12	9

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
5	5	4

Thank you

Appendix J: Uncertified Teachers

Created Tuesday, September 23, 2014

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Charter School Name: 261600861019 ROCHESTER CAREER MENTORING CS

Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf)

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	1
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
Total FTE (Sum of all Uncertified Teaching Staff)	1

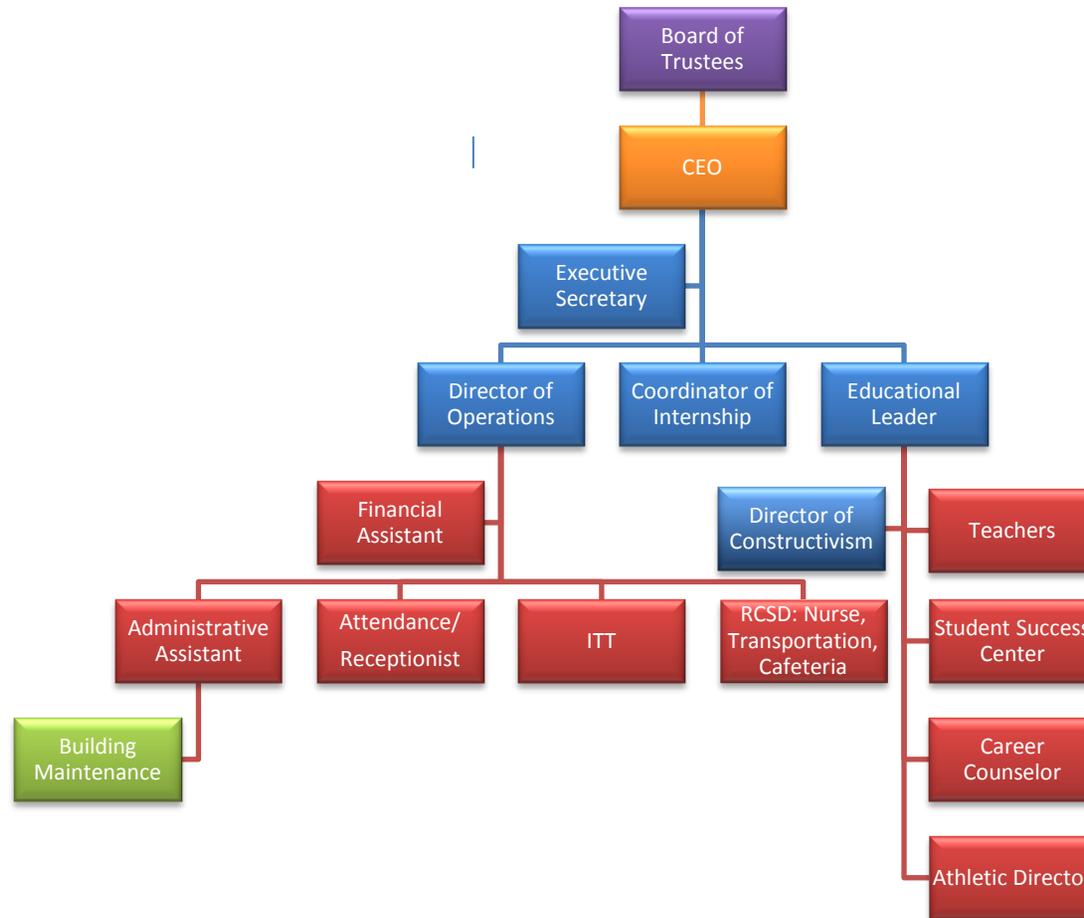
How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

15

Thank you.

Rochester Career Mentoring Charter School – Staff Organizational Chart

2014 -2015



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Thursday, September 04, 2014
Updated Tuesday, September 23, 2014

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Charter School Name: 261600861019 ROCHESTER CAREER MENTORING CS

B. Financial Information

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

1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child Line 1: Total Expenditures	2107824
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	172
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	12255

2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	0
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	325704
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	325704
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	172
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	1894

Thank you.

FILL IN GRAY CELLS

Rochester Career Mentoring Charter School

STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$ 2,092,742	\$ -	\$ 2,092,742	\$ 1,288,143
Federal - Title and IDEA	88,021	-	88,021	30,179
Federal - Other	7,776	-	7,776	-
State and City Grants	-	-	-	-
Contributions and private grants	860	-	860	3,500
After school revenue	-	-	-	-
Other	2,112	-	2,112	1,588
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$ 2,191,511	\$ -	\$ 2,191,511	\$ 1,323,410
EXPENSES				
Program Services				
Regular Education	\$ 1,527,458	\$ -	\$ 1,527,458	\$ 661,665
Special Education	119,662	-	119,662	117,652
Other Programs	135,000	-	135,000	38,000
Total Program Services	\$ 1,782,120	\$ -	\$ 1,782,120	\$ 817,317
Supporting Services				
Management and general	\$ 325,704	\$ -	\$ 325,704	\$ 346,121
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 2,107,824	\$ -	\$ 2,107,824	\$ 1,163,438
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$ 83,687	\$ -	\$ 83,687	\$ 159,972
Contributions				
Foundations	\$ -	\$ -	\$ -	\$ -
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	\$ 83,687	\$ -	\$ 83,687	\$ 159,972
NET ASSETS BEGINNING OF YEAR	\$ 235,434	\$ -	\$ 235,434	\$ 75,462
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 319,121	\$ -	\$ 319,121	\$ 235,434

Audited Financial Statement Checklist

Created Friday, October 31, 2014

Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Not Applicable
CSP Agreed Upon Procedures (if applicable)	Not Applicable
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Not Applicable

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	Not Applicable
CSP Agreed Upon Procedures Report	Not Applicable
Management Letter	No

Thank you.

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL**

FINANCIAL STATEMENTS

For Years Ended June 30, 2014 and June 30, 2013

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Raymond F. Wager, CPA, P.C.
Certified Public Accountants

Shareholders:

Raymond F. Wager, CPA
Thomas J. Lauffer, CPA
Thomas C. Zuber, CPA

Members of
American Institute of
Certified Public Accountants
and
New York State Society of
Certified Public Accountants

Independent Auditors' Report

To the Board of Trustees
Rochester Career Mentoring Charter School
Rochester, New York

Report on the Financial Statements

We have audited the accompanying financial statements of the Rochester Career Mentoring Charter School, Rochester, New York, which comprise the statement of financial position as of June 30, 2014 and 2013, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Rochester Career Mentoring Charter School, Rochester, New York as of June 30, 2014 and 2013, and the changes in its net position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplemental information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the 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 September 29, 2014 on our consideration of the Rochester Career Mentoring Charter School, Rochester, New York'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 Rochester Career Mentoring Charter School, Rochester, New York's internal control over financial reporting and compliance.

Raymond F. Wager, CPA, P.C.

September 29, 2014

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL
Statement of Financial Position
June 30, 2014 and 2013**

	<u>2014</u>	<u>2013</u>
<u>ASSETS:</u>		
Current Assets		
Cash and cash equivalents	\$ 164,906	\$ 116,500
Cash - restricted	50,000	25,000
Tuition receivable - RCSD	-	29,838
Federal grants receivable	26,068	-
Deposits on leased property	3,250	3,250
Prepaid rent	-	6,951
Total Current Assets	<u>\$ 244,224</u>	<u>\$ 181,539</u>
Non-Current Assets		
Equipment (net of accumulated depreciation)	\$ 213,770	\$ 147,607
TOTAL ASSETS	<u>\$ 457,994</u>	<u>\$ 329,146</u>
<u>LIABILITIES:</u>		
Current Liabilities		
Accounts payable	\$ 81,622	\$ 89,492
Accrued compensation	46,707	-
Accrued pension	10,544	4,220
TOTAL LIABILITIES	<u>\$ 138,873</u>	<u>\$ 93,712</u>
<u>NET ASSETS:</u>		
Unrestricted Net Assets		
Fixed assets	\$ 213,770	\$ 147,607
Board designated	50,000	25,000
Operating	55,351	62,827
TOTAL NET ASSETS	<u>\$ 319,121</u>	<u>\$ 235,434</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 457,994</u>	<u>\$ 329,146</u>

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL
Statement of Activities
For Years Ended June 30, 2014 and 2013**

	2014	2013
	<u>Unrestricted</u>	<u>Unrestricted</u>
<u>REVENUES AND OTHER SUPPORT:</u>		
Tuition - RCSD	\$ 1,837,681	\$ 972,858
Special education	88,501	153,685
State grants - CSP grant	166,560	111,600
State grants - technology grant	-	50,000
IDEA flowthrough grant	13,652	-
Federal revenues - Title 1	74,369	30,179
Federal revenues - Training Grant	7,776	-
Contributions	860	3,500
Other income	2,112	1,588
	<hr/>	<hr/>
TOTAL REVENUES AND OTHER SUPPORT	\$ 2,191,511	\$ 1,323,410
	<hr/>	<hr/>
<u>EXPENSES:</u>		
Program Services		
Regular education	\$ 1,782,120	\$ 817,317
Supporting Services		
Management and general	325,704	346,121
	<hr/>	<hr/>
TOTAL EXPENSES	\$ 2,107,824	\$ 1,163,438
	<hr/>	<hr/>
CHANGE IN NET ASSETS	\$ 83,687	\$ 159,972
NET ASSETS AT JULY 1	235,434	75,462
	<hr/>	<hr/>
NET ASSETS AT JUNE 30	\$ 319,121	\$ 235,434
	<hr/> <hr/>	<hr/> <hr/>

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL
Statement of Cash Flows
For Years Ended June 30, 2014 and 2013**

	<u>2014</u>	<u>2013</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Increase (decrease) in net assets	\$ 83,687	\$ 159,972
<u>Adjustments to reconcile change in net assets to net cash</u>		
<u>provided (used) by operating activities -</u>		
<u>(Increase) decrease in assets -</u>		
State grant receivable	-	42,000
Federal grant receivable	(26,068)	
Tuition receivable	29,838	(29,838)
Prepaid items	6,951	19,183
Equipment purchases	(122,889)	(149,187)
Depreciation	56,726	23,716
<u>Increase (decrease) in operating liabilities -</u>		
Other liabilities	53,031	4,220
Accounts payable	(7,870)	72,425
Net Cash Provided (Used) by Operating Activities	<u>\$ 73,406</u>	<u>\$ 142,491</u>
NET INCREASE (DECREASE) IN CASH	\$ 73,406	\$ 142,491
CASH - JULY 1	<u>141,500</u>	<u>(991)</u>
CASH - JUNE 30	<u><u>\$ 214,906</u></u>	<u><u>\$ 141,500</u></u>

ROCHESTER CAREER MENTORING CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014

(Note 1) Organization - General Information:

The Rochester Career Mentoring Charter School is a charter school established pursuant to Article 56 of the Education Law Section 2850, also known as the "New York Charter schools Act of 1998". This organization was established to:

- A. Improve student learning and achievement.
- B. Increase learning opportunities for all students, particular students at-risk of academic failure.
- C. Encourage the use of different and innovative teaching methods.
- D. Create new professional opportunities for teachers, administrators and other school personnel.
- E. Provide parents and students with more choices in the types of educational opportunities available in the public schools system.
- F. Provide schools with a means to change from rule-based accountability system to one that is performance-based, holding the charter schools accountable for meeting measurable student achievement standards.

The charter schools are eligible for both public and private funding. Funding for charter schools is available from the local school district of residence of the student enrolled in the charter school and state and federal government sources. Since charter schools are expressly prohibited from levying taxes, they are dependent on these outside sources of revenue. For the fiscal year 2013-14 the school consisted of grades nine and ten.

(Note 2) Summary of Significant Accounting Policies:

A. Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

B. Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its codified ASC-958 (formerly SFAS No. 117), *Financial Statements of Not-for-Profit Organizations*. The Rochester Career Mentoring Charter School is required to report information regarding its financial position and activities according to three classes of net assets: Unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The Rochester Career mentoring Charter School currently has only unrestricted net assets.

Board-designated net assets were established by the Board to provide a reserve for unforeseen dissolution as required by their charter.

(Note 4) **Changes in Fixed Assets:**

The school has invested in the following fixed assets.

	Balance 7/1/2013	Additions	Deletions	Balance 6/30/2014
Equipment and Furniture	\$ 172,747	\$ 122,889	\$ -	\$ 295,636
Less Accumulated Depreciation	(25,140)	(56,726)	-	(81,866)
Total Fixed Assets	\$ 147,607	\$ 66,163	\$ -	\$ 213,770

(Note 5) **Retirement Plan – TSA Plan:**

On January 1, 2013, the school established a MetLife Financial Freedom Account for §403(b) ERISA plan through Metropolitan Life Insurance Company. The school may make discretionary matching contributions equal to 100% of an employee's elective deferrals. In applying the matching percentage, only elective deferrals up to the lesser of \$10,000 or 4% of the employee's compensation will be considered. As of June 30, 2014 and 2013, the school has \$10,544 and \$4,220 matching contributions payable to the plan.

(Note 6) **Litigation:**

There is no litigation pending against the school as of the balance sheet date.

(Note 7) **Evaluation of Subsequent Events**

The organization has evaluated subsequent events through August 26, 2014, the date which the financial statements were available.

ROCHESTER CAREER MENTORING
CHARTER SCHOOL

Schedule of Functional Expenses
For the Years Ended June 30, 2014 and 2013

	2014		2013		2013 Total
	Program Services	Supporting Services	Program Services	Supporting Services	
	Regular Education	Management and General	Regular Education	Management and General	
Salaries	\$ 923,722	\$ 230,931	\$ 330,542	\$ 253,346	\$ 583,888
Employer taxes	85,686	21,422	30,869	23,660	54,529
Employee benefits	63,662	15,916	30,583	23,441	54,024
Accounting & auditing fees	-	8,950	-	7,400	7,400
Board expenses	-	1,931	-	1,117	1,117
Grant expenditures (Title 1)	74,369	-	30,179	-	30,179
Contracted services - other	167,875	8,836	122,684	6,457	129,141
Food	2,786	-	2,142	-	2,142
Information technology	27,530	1,449	27,237	1,434	28,671
Insurance	28,262	1,487	20,454	1,077	21,531
Legal	-	3,510	-	6,514	6,514
Maintenance & repairs	17,959	945	25,336	1,334	26,670
Occupancy	94,006	4,948	45,452	2,392	47,844
Student recruitment	322	-	10,631	-	10,631
Supplies & materials	64,153	3,376	62,682	4,887	67,569
Other expenses	70,348	3,703	5,837	-	5,837
Staff development	12,722	-	4,921	-	4,921
Telephone	11,536	11,537	8,429	8,430	16,859
Transportation (student)	8,674	-	4,569	-	4,569
Travel and meetings	42,921	2,259	18,305	963	19,268
Utilities	31,697	1,668	15,597	821	16,418
OPERATING EXPENSES BEFORE DEPRECIATION	\$ 1,728,230	\$ 322,868	\$ 796,449	\$ 343,273	\$ 1,139,722
Depreciation	53,890	2,836	20,868	2,848	23,716
TOTAL EXPENSES	\$ 1,782,120	\$ 325,704	\$ 817,317	\$ 346,121	\$ 1,163,438

Raymond F. Wager, CPA, P.C.
Certified Public Accountants

Shareholders:

Raymond F. Wager, CPA
Thomas J. Lauffer, CPA
Thomas C. Zuber, CPA

Members of
American Institute of
Certified Public Accountants
and
New York State Society of
Certified Public Accountants

**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***

Independent Auditors' Report

To the Board of Trustees
Rochester Career Mentoring Charter School
Rochester, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Rochester Career Mentoring Charter School, Rochester, New York, which comprise the statement of financial position as of June 30, 2014 and 2013, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Rochester Career Mentoring Charter School, Rochester, New York's financial statements, and have issued our report thereon dated September 29, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Rochester Career Mentoring Charter School, Rochester, New York's internal control over financial reporting 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 Rochester Career Mentoring Charter School, Rochester, New York's internal control. Accordingly, we do not express an opinion on the effectiveness of the Rochester Career Mentoring Charter School, Rochester, New York's internal control.

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Raymond F. Wager, CPA, P.C.

September 29, 2014

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL**

**COMMUNICATING INTERNAL CONTROL
RELATED MATTERS IDENTIFIED IN AN AUDIT**

For Year Ended June 30, 2014

Raymond F. Wager, CPA, P.C.
Certified Public Accountants

Shareholders:

Raymond F. Wager, CPA
Thomas J. Lauffer, CPA
Thomas C. Zuber, CPA

Members of
American Institute of
Certified Public Accountants
and
New York State Society of
Certified Public Accountants

September 29, 2014

To the Board of Trustees
Rochester Career Mentoring Charter School
Rochester, New York

In planning and performing our audit of the financial statements of the Rochester Career Mentoring Charter School as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Rochester Career Mentoring Charter School's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

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

Prior Year Deficiencies Pending Corrective Action:

Accounting Procedures –

During the course of our examination, we noted the following areas where internal controls should be enhanced:

Journal Entries

1. There are no formal procedures for creating, approving or documenting journal entries on the general ledger.

Management's Response

In our monthly backup binders, under the journal entry section there will be a detail of the journal entry with the support for the journal entry attached. Only the Executive Director of Operations and Finance will be authorized to make journal entries and they will all be approved by the Board of Trustee's Finance Committee Member in charge of reviewing all monthly transactions. This process will be formalized in our Finance Procedures by the end of the calendar year 2014.

Segregation of Duties

2. The Executive Director of Operations and Finance prepares receipts, posts to the general ledger, prepares journal entries, deposits receipts to the bank, prepares the monthly bank reconciliations, and prepares accounts payable checks.

Management's Response

The Finance Clerk has expanded her responsibilities to include receiving the mail which entails receiving the checks, stamping them for deposit only and preparing the bank deposit receipts.

Bank Reconciliations

3. There are no formal procedures for reviewing the monthly bank reconciliations.

Management's Response

During the monthly binder review by the Finance Committee the bank reconciliations are reviewed and signed off on. This process will be formalized in our Finance Procedures by the end of the calendar year.

Bank Transfers

4. There are no formal procedures for transferring money between bank accounts.

Management's Response

There are two standard transfers each month between the M&T Savings Account and Checking Account to cover payroll and payable payments. If necessary there are additional transfers made to keep the checking account balance positive. In the event this is necessary, the Executive Director of Operations and Finance sends an e-mail to the head of the Finance Committee notifying them of the transfer, the reason needed and the amount being transferred. The head of the Finance Committee responds with any clarifying questions for the necessity of the transfer or with an approval. This e-mail is attached as backup to the journal entry in the monthly binder recording the transfer amount. This process will be formalized in our Finance Procedures by the end of the calendar year.

(Prior Year Deficiencies Pending Corrective Action) (Accounting Procedures) (Continued)

Cash Receipts

5. There is no cash receipts log currently being maintained.

Management's Response

Beginning in July of 2014 with our audit we have begun to keep a separate cash receipts log noting every check received and deposit made. This log is maintained by the Finance Clerk in a separate notebook labeled "Cash Receipts". The date the check or cash is received is noted along with the amount and who it is from.

Cash Disbursements

6. There is no formal process for approving disbursements before checks are printed and mailed.

Management's Response

The Finance Procedures are being revised to include a written process by which the Executive Director of Operations and Finance prints the Unpaid Bills Detail report prior to each check run. The Finance Clerk highlights all bills due to be paid that have the proper backup documentation and approvals verifying that the bill is ready for payment. The Executive Director of Operations and Finance prints the checks verified for payment, signs the check, notes any checks that require two signatures and provides the Finance Clerk with the checks and the backup for processing to be mailed. The Finance Clerk prepares all accounts payable checks for mailing. This process will be formalized in our Finance Procedures by the end of the calendar year 2014. Additionally, a stamp has been purchased so each invoice can be stamped. The stamp records the date received, approved by, the date approved and the general ledger account.

Credit Card Purchases

7. There is no written process to be followed for use of the School's credit card.

Management's Response

The Finance Procedures are being revised to note that the credit cards are only to be used for Travel, Telephone orders, online purchases and business conducted by the Executive Director of Operations and Finance as well as the CEO and Founder.

Billing

8. For items which are billed, no one from Administration reviews the billing before the invoices are mailed.

Management's Response

Effective with the October invoicing to the Rochester City School District, the invoice and the corresponding report on enrollment will be prepared by the Student Attendance and Data Clerk, verified and approved by the Executive Director of Operations and Finance and sent to the district by the student and Attendance Data Clerk.

Current Year Deficiencies in Internal Control:

General Accountability --

During the course of our examination we noted that the school has not formally adopted a Donated Goods Policy.

Management's Response

The Donated Goods guidelines are addressed in a standard letter the school provides for donated items. A formal policy will be drafted and will obtain board approval prior to the end of the calendar year 2014.

Fixed Assets --

Our examination revealed that the School does not currently track fixed assets on the general ledger.

Management's Response

We are adding subcategories to our general ledger for the following to improve accountability of the fixed assets.

- Laptop purchases and repairs
- Smart Board Purchase and repairs
- Software Purchases
- Miscellaneous technology related purchases

Prior Year Recommendations:

We are pleased to report the following prior year recommendations have been implemented to our satisfaction.

1. The school prepared written business office procedures.
2. The school is obtaining W-9s from all vendors that it does business with.
3. A process has been implemented to verify that goods are received prior to the payment being made.

*

*

*

This communication is intended solely for the information and use of management, the Board of Trustees, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

We wish to express our appreciation to all staff for the courtesies extended to us during the course of our examination.

Raymond F. Weger, CPA, PC

September 29, 2014

Utilities	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 30,000
Total Facility Operations & Maintenance	\$ 30,133	\$ 36,533	\$ 25,249	\$ 22,999	\$ 286,910									
Escrow Account	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,087	\$ 25,000
Total Expenses	\$ 321,564	\$ 314,378	\$ 281,089	\$ 274,719	\$ 264,735	\$ 257,035	\$ 262,235	\$ 259,475	\$ 255,635	\$ 256,385	\$ 254,935	\$ 253,829	\$ 3,244,017	
Net Income	\$ (27,577)	\$ (30,391)	\$ (15,299)	\$ 11,105	\$ 36,055	\$ 608	\$ 6,992	\$ (1,832)	\$ 5,008	\$ 1,258	\$ 10,259	\$ 3,814	\$ (0)	
Cash Flow	\$ 140,000	\$ 112,423	\$ 82,032	\$ 66,733	\$ 77,838	\$ 113,893	\$ 114,501	\$ 121,493	\$ 119,661	\$ 124,669	\$ 125,927	\$ 136,186	\$ 140,000	

Appendix F: BOT Membership Table

Created Tuesday, September 23, 2014

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261600861019 ROCHESTER CAREER MENTORING 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	Kevin McCormick	Chair/President	Yes	Finance/Information Technology	3/2014 - 2016	Executive, Audit, Finance, Ethics
2	Paul Clark	Vice Chair/Vice President	Yes	Community Outreach/Youth Development Services	3/2014 - 2016	Executive, Ethics
3	Dianne Spang	Secretary	Yes	K-12 Educations, Post-Secondary Education, Grants	2011-2016	Executive, Curriculum
4	Christine Hill	Member	Yes	Special Education Services	2011-2016	Curriculum, Hiring
5	Christina Bakewicz	Member	Yes	Youth Employment/Economic Development	2012-2015	Hiring
6	Roderick Green	Member	Yes	Youth Development Services/Community Outreach	2011-2016	Building/Space
7	David Passero	Member	Yes	Finance, Business Community Member	2013-2015	Ethics, Building/Space, Finance
8	Tamara Varnado	Parent Rep	Yes	Parent, Nursing	2013-2015	Ethics, Curriculum

2. Total Number of Members Joining Board during the 2013-14 school year

2

3. Total Number of Members Departing the Board during the 2013-14 school year

2

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

11

5. How many times did the Board meet during the 2013-14 school year?

12

6. How many times will the Board meet during the 2014-15 school year?

12

Thank you.

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teacher Contracts

We being all the trustees of this charter school consent and agree that the following resolution was made

on August 21, 2013 date

at 6:00 PM time

at RCMCS, 30 Hart Street location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept the recommendation of the CEO for the assignment of the following teaching staff for the 2013 – 2014 school year

1. Demetrious Battle – Social Studies
2. Rebecca Ryan – Foreign Language
3. Sandi Ben Dov – Special Education
4. Shane Hornquist – Living Environment
5. Andrea Giardino – Algebra

Therefore, it is resolved, that the charter school shall:

Granted a one-year contract beginning July 22, 2013 and ending June 30, 2014 to the aforementioned teachers. Teacher salary will be \$45,000 with appropriate contractual health/dental benefits and retirement plan. Each teacher fulfilled the mandatory criminal background check.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. Dr. Dingus-Eason, President
2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christine Hill
5. David Passero
6. Christina Bakewicz
7. Paul Clark
8. Re'Ann Coleman
9. Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.



Signature of Secretary

8/21/13
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Student Data Manager Contracts

We being all the trustees of this charter school consent and agree that the following resolution was made

on August 21, 2013 date

at 6:00 PM time

at RCMCS, 30 Hart Street 14605 location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept the recommendation of the CEO for the assignment of the following leadership staff member to the position of Educational Leader for 2013 – 2014.

1. Debra Alloco – Student Data Manager

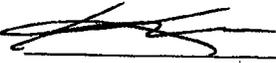
Therefore, it is resolved, that the charter school shall:

Granted a one-year contract beginning July 1, 2013 and ending June 30, 2014 to the aforementioned leader. Debra Alloco's salary will be \$50,000 with appropriate contractual health/dental benefits and retirement plan. Debra Alloco fulfilled the mandatory criminal background check.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. Dr. Dingus-Eason, President
2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christine Hill
5. David Passero
6. Christina Bakewicz
7. Paul Clark
8. Re'Ann Coleman
9. Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.



Signature of Secretary

8/21/13

Date

Dianne Spang

Rochester Career Mentoring Charter School

BOARD OF TRUSTEES MINUTES

Date: Wednesday, September 18, 2013 at RCMCS, 30 Hart Street

Time: 6:00pm – 7:30pm

Present: Dr. Jeannine Dingus, Christine Hill, Christine Bakewicz, Paul Clark, Diane Spang, Dennis Francione, David Passero, Kevin McCormick, Roderick Green

Guest: Majied Eason, Jennifer Borsa

Public Comment: None

June Minutes: Dr. Dingus moved to approve the June minutes. Diane Spang motioned for approval. Rod Green seconded the motion.

Public Comment: None

CEO Report:

- The charter is moving forward with Regents Recovery to begin in Oct.
- Kevin Meyers will be spearheading Earth Science Regents recovery
- Enrollment is starting to stabilize; the wait list needs to increase.
 - Jennifer is working on telling our charter school story, highlighting student's stories and testimonials.
- Best, Eason, and Francione believe our story should be told in the pulpit
- The Agenda will include meeting with Pastors and Ministers.
- Possibly bring mayoral candidate Lovely Warren back into the schools to reconnect with students
- Climate and culture is growing, however we are not where we should be.
- Parents are receiving plenty of phone calls from our teachers- praising student work/behavior.

Career Mentoring Power Point:

- Moved to October, 2013

Financial Report:

- The audit ended June 30, 2013, our preliminary looks good
- The deadline is October 1, 2013 for the final report
- We have a couple of grants-\$750 grant submission to fund field trips, a resource grant of \$1000
- Rochester Works is offering 4 months of salary reimbursement
- We are inviting our original donor, James Gleason, to visit our charter school and see our accomplishments to date.

Development of Committees and Reporting:

- Dr. Dingus would like to revisit this for our state review- we need to get back to the basics
- Sub Committees should be meeting monthly

- Each committee will report on their respective sections
- The head of a Sub Committee should send updates to board members
- Rick Grybos will be the board's External Board Evaluator.
- The review will not take place for another year, we are looking to start now

New Business:

- Dennis shared information about new hires.
- We should conduct a mini assessment with parents, students, and teachers
- The Center for Youth can deliver this to the students and then compile a report
- The Center will send the parents a notification, and they will have the option to opt out
- Dan will review the Promotional Policy at October meeting
- Dennis has met with landlord concerning unoccupied space in the building.
- REOC wants to partner with our charter.
- Dave will chair a Building Committee.
- Last Item- Voting on Dr. Wilkins Study
- Kevin McCormick- Motion to approve Dr. Wilkens Study, Green second, approved.

Next BOT Meeting: Wednesday, October 23, 2013 @ 6:00pm

Adjournment: 7:35pm

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Additional Pay

We being all the trustees of this charter school consent and agree that the following resolution was made

on December 19, 2012 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that: *(FINANCIAL COMMITTEE)*

Grant additional pay to Jennifer Borsa for a special assignment which was not part of her regular contract. The work involved the organization of records for the Educational Leader.

Therefore, it is resolved, that the charter school shall:

Grant Jennifer Borsa \$2,500 for additional work performed in December 2012.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. Dr. Dingus-Eason, President
- ✓ 2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christine Hill
5. Re'Ann Coleman
6. Christina Bakewicz
7. Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.



Signature of Secretary

Date

Dianne Spang

FINANCIAL COMMITTEE
Kevin McCormick

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: CEO (Dennis Francione)

We being all the trustees of this charter school consent and agree that the following resolution was made

on June 19, 2013 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept Dennis Francione's assignment of CEO for a two-year contract from July 1, 2013 to June 30, 2015. The following staff member is founder and author of Rochester Career Mentoring Charter School.

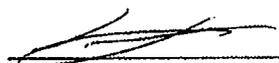
Therefore, it is resolved, that the charter school shall:

Grant Dennis Francione an extension to his CEO contract beginning July 1, 2013 and ending June 30, 2015. His salary for the first year of the contract is \$60,000 with a 3% increase the second year. In addition, \$30,000 each of the two years will be allocated for a mutual fund.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

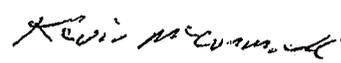
1. Dr. Dingus-Eason, President
2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christine Hill
5. David Passero
6. Paul Clark
7. Re'Ann Coleman
8. Christina Bakewicz
9. Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.


Signature of Secretary

Date

Dianne Spang



BOARD OF TRUSTEE MEETING MINUTES

Date: Wednesday, October 23, 2013

Time: 6:00-7:30 p.m.

Present: Kevin McCormick, Paul Clark, David Passero, Christine Bakewicz, Roderick Green, Dennis Francione, Christine Hill

Absent: Dr. Jeannine Dingus, Diane Spang

Guests: Richard Grybos, Jennifer Borsa, Victoria Best, Daniel McFarlane, Mindy Brown

September Minutes: Kevin McCormick moved to approve September minutes, David Passero motioned for approval, Roderick Green seconded the motion. Motion passed.

Public Comment: None

CEO Report: (Dennis Francione)

- New space on the 2nd floor will be used primarily for Victoria Best and career center
- Four additional classrooms needed on the 3rd floor – will split current career center
- Additional space being negotiated for 4th floor for 2014-15
- Discussions taking place with REOC for 11th grade students to be out of the building in a working environment to prepare them for upcoming internships/careers. (Based on book “Leading to Learn”)
- Welcome Richard Grybos as external evaluator and observer. Richard is retired from RCSD as Director of SPED. He is also co-founder of the Urban Choice Charter School and is familiar with state audits.
- SUNY Brockport – Dr. Wilkens of SUNY Brockport will meet with Deb Alloco next week to go over enrollment processes, etc.
- Working on goals such as teacher advisement (role of teacher adviser is “scientific” based on student/teacher relationships. Will proceed with Wednesday professional development including students and staff once per month.
- Also looking at other sites to move to in the event that landlord does not want to rent or update additional space for us. To be noted: if we leave here we lose RCSD MOU (food services, nursing services, security services).

Career Center Report: (Victoria Best)

- Exhibitions – every marking period with 10th grade students. Career/internships on website – events and guest speakers – will show who is coming in, what students are learning, etc. Expos are held every marking period.
- Students create a project based on their career interests and learning skill sets based on their chosen careers. Projects every marking period. Mentor training and teaching basic employability skills are in place.

October 23, 2013

**[ROCHESTER CAREER MENTORING CHARTER SCHOOL]
Board of Trustees Meeting**

- Internal promotion tracking promotion/tracking – primary sequence binders established, information shown by graduation year. Teachers will also track so they know where their students stand. (SED wants paper copies, not electronic, thus the binders.) This will enable us to be sure each student is on track for regents graduation.
- Comment from Richard Grybos: consider showing different scenarios (failing course but passing final, what happens with credit? etc.) just to be sure it is clear.
- Each graduate must pass the “exhibition” they will present to a senior teacher advisor, mentor and community member/other students). Also, in order to have English IV credit student must pass the exhibition.

Notes:

- Open House will be held on Wednesday, October 30th from 5:30-7:00 p.m.
- Next BOT meeting will be held on Wednesday, November 20, 2013, at 6 PM.

Motion to Adjourn by Ron Green, seconded by Kevin McCormick, meeting adjourned at 7:45 p.m.

Meeting Date: November 20, 2013

Meeting Time: 6:00 p.m.

Present: Dr. Jeannine Dingus, Kevin McCormick, Paul Clark, David Passero, Christine Bakewicz, Mindy Brown

Guests: Richard Grybos, Jennifer Borsa, Daniel McFarlane, Majied Eason, Victoria Best, Jennifer Susa, Zack Arthur, 3 parents from PTO: Tamara Varnado (mother of Hailey Kellum), Germaine Martinez (Alicia Stewart), Staci Baker (Alexis Baker)

Absent: Dennis Francione, Christine Hill, Diane Spang

October Minutes: Kevin McCormick moved to approve October minutes, Paul Clark seconded, motion approved by all with no discussion.

Public Comment: None

Board President to welcome Parent Teacher Organization (PTO)

- PTO introduced by Victoria Best.
- Four parents on PTO: Tamara Varnado (mother of Hailey Kellum), Germaine Martinez (mother of Alicia Stewart), Staci Baker (mother of Alexis Baker), Dorothy McDuffie (mother of Rachel McDuffie)
- Two staff members on PTO: Jennifer Susa, Zack Arthur

CEO Report

Roles and Responsibilities of PTO – Victoria Best

- Bank account opened just for PTO
- PTO office located on 3rd floor
- PTO will have spot on monthly agenda to keep BOT updated.
- Internships off and running, orientation with Unity Health coming up for health-care interested students.
- Mentor information session held monthly with visitors invited by Mrs. Best (Rochester Rhinos, Amerks, Rochester Flash, Brockport College, Vision Bank – all ready and willing to speak with our students
- There is a difference between Paid versus Unpaid internships – For unpaid internships we have to carry liability insurance. For Paid internships the company will carry it. We are looking to have unpaid internships.
- Dr. Dingus thanked parents for being involved with the school and students.

NYSED Informal Visit 11/22/13 – Daniel McFarlane

- Open House was held in late October with several families attending. Families had a great opportunity to go to each classroom, speak with the teachers, and follow their student's daily schedule. A great success!
- Dr. Dingus mentioned that for the next meeting we should have an update on ILP's - where are we mid-year of year two with the development of ILP's and promotional plan?

Classroom Cultural Visitations – Majied Eason

- We are doing more things to change the climate, improve student performance and parent connections.
- Parents are now observing culture to tell us what is wrong.
- Additionally, we have identified students who are below grade-level and are redirecting and re-teaching them inclusive setting strategies to be successful in the classroom. 5 students are attending this now. This has been implemented with the help of Paul Clark, Center for Youth Services. This process may need to be re-tweaked as we move forward with it.
- Having 3 strikes towards success (positive things) about character education/development: respect (language communication, building), maturity (must be able to handle rigors of classroom before going in community), pride (must be shown in all acts). This will be celebrated with a formal dance on Friday, 11/22, at the REOC from 7:00-10:00. There will also be a monetary reward for four students who exemplify all three strikes. \$50 who exemplified all three, \$25 for 3 others.

Financial Report – Kevin McCormick

- KUDOS to Jennifer Borsa on a job well done for filing the IRS 990 and everything for the State of NY on time.
- Nothing was found wrong or outstanding with our reports. The only comment was for a separation of duties for Jennifer.

President's Request for Additional Board Members to Participate

- Executive – committee meets once per month (last Tuesday of month). All BOT members welcome to attend. Dr. Dingus specifically asked Rick Grybos to attend.
- Curriculum Development (Teacher and Parent Request) – Dr. Dingus requesting participation of a teacher and participation of a parent in keeping with school plan. Would be a good place for a young(new) teacher to participate. Mindy Brown asked specifically to participate by Dr. Dingus.
- Financial – David Passero, Jennifer Borsa and Kevin McCormick will meet prior to each meeting.

NOTE: Rick Grybos comment – two board members should be on the committees in case one cannot attend. Teachers would be representing staff on each of the committees. Same thing would be possible for parents. Paul Clark thinks we are missing a committee – we have Executive, Curriculum and Financial committees but we do not have a committee for program/support services. This is a key component and a committee should be formed for this purpose – to build community collaboration and support services for the students. This committee should include PTO rep, parent rep, Victoria and Majied. Rick Grybos thinks this should be linked to the Curriculum Development committee. Pauls' concern with this is that this is a lot to tackle in one committee. Paul thinks they should be separate because of long curriculum discussions. Dr. Dingus asked Paul to put together a proposal of committee duties encompassed, who may be on the committee and then bring that to the table for discussion. David Passero suggests that we should have a strong board so that no one is overworked. Dr. Dingus says that board cultivation should be discussed at the upcoming Board retreat. Rick Grybos will add this to the retreat agenda. Dr. Dingus said that every BOT member should be on a committee as well. Do we need to do amendments to the by-laws for sub-committees? This will also be put on the agenda to be discussed at the Board retreat. Sub-committees could create a task force who could report to sub-committees who could then report back to BOT.

New BusinessApproval of New Parent BOT Representation – Dr. Dingus

- Motion on floor to approve Mindy Brown (mother of Daquann Brown, Grade 10) as new parent board representative. Motion seconded by Christina Bakewicz and David Passero. Approved by all for Mindy Brown to serve as parent board representative.

Board Retreat – Rick Grybos

- Key people cannot attend the BOT retreat in the month of December. Everyone must be committed to this so the consensus is for the retreat to be held in March 2014. Rick will send an email to all with available March dates.
- BOT Questionnaire developed by Rick Grybos and distributed to all BOT and Leadership Team members. Purpose of the questionnaire is to help Rick identify needs as a group and organization. All members must complete the questionnaire by the next Bot' meeting on December 18, 2013.
- "Potential Topics" also distributed. These topics are intended to get your thinking going – use them to stimulate thinking and generate new topics.
- Dashboards are meant to be a quick snippet – can be bulleted items that should be presented monthly to be used in evaluating work as a BOT, student progress, financial reports, etc.
- Another strong recommendation (by Rick Grybos) is that the Leadership Team have a piece of the agenda at each BOT meeting and that all of the Leadership Team members must present to the BOT in a dashboard way.
- Dashboards will be handed out prior to the meetings so that the BOT members can be ready to generate discussion. BOT discussions are very significant.
- Rick is also encouraging our current practice of "informality" at BOT meetings – this is better for dialogue and discussions.
- All attendees should be identified via name tag, lanyard or "tent" cards.
- Also encourage a student representative to attend the BOT meetings, such as the President of Student Government.
- All BOT members are grateful for Rick's observations; they are very helpful to all.

Coalition of Essential Schools Conference – Paul Clark

- Paul, Diane and Alicia attended the conference in San Francisco.
- To be highlighted: The Superintendent of San Francisco indicated that their biggest challenge is teacher evaluations and APPR. He battled with the State of California and won therefore teachers do not need to be held to APPR.
- Next: diversity rounds – working with many cultures of educators and community organizations – had to talk about how to teach kids of other ethnicities.
- Dr. Dingus questioned in terms of what we do here how does what we are doing fit in to what others are doing across the country – where do we fit in the national picture in terms of what other people are doing who have aligned themselves with the coalition? Paul said they only had short opportunities to meet in workshops so he could not answer that specific question. We are ahead of others in a lot of ways.

Facilities Update – Jennifer Borsa

- Building maintenance is working on bathrooms and heat problems throughout our space on 2nd and 3rd floors.
- 2nd floor now being utilized for career activities and support staff running the deterrent center. .

- Board members all agree we still need a gym.
- Benefit of staying here at 30 Hart Street is access to the RCSD nurse and cafeteria and our signed MOU with RCSD..
- May obtain cooperative membership with YMCA downtown for athletic space. David Passero may be able to assist with his connections to the YMCA.
- With regard to transportation for athletics, Jennifer talking with Monroe Transportation and Medical Motors who both say they are unable to work with us. Golden Memories may be able to help us with transporting our students (for athletic activities). RTS will provide us with gold bus passes that will allow them to use public transportation until 9:00 p.m. Jennifer to keep us posted on transportation updates.

CEO Evaluation – Christine Bakewicz

- Evaluation condensed to same topics with goals and looking at school design, community partnerships, school culture and school admissions. Condensed and simplified into two rubrics now – standard of measurement, Dennis input, BOT input. Christine will send out to all BOT members electronically.

Next Meeting: Wednesday, December 18, 2013, 6:00 p.m.

Meeting adjourned at 7:30 p.m.

Meeting Date: December 18, 2013

Meeting Time: 6:00 p.m.

Present: Dr. Jeannine Dingus-Eason, Dennis Francione, Paul Clark, Roderick Green, Christina Bakewicz, Christine Hill, Kevin McCormick, Dianne Spang

Guests: Jennifer Borsa, Dan McFarlane, Majied Eason, Victoria Best, Rick Grybos, Mrs. Kellum (PTO President), Zarría Williams (student), Dominique McKnight (student), Ayriona Winston (student), Tina Harity (teacher), David Herbst (athletic director)

Absent: David Passero, Mindy Brown

November Minutes:

- Motion to approve November minutes by Christina Bakewicz, seconded by Kevin McCormick. No discussion. November BOT minutes approved.

Public Comment: None

CEO Report

Athletic Department Celebration – Dave Herbst

- Introduction of Dave Herbst as Athletic Director and three representatives from the girls basketball team. Mr. Herbst is also Professor of Math at MCC, a professional coach, a professional baseball scout with the Texas Rangers, and a professional boxer.
- Mr. Herbst created and handed out a RCMCS Interscholastic Athletics Parent/Student handbook, along with basketball team schedules. This handbook will be reviewed by the BOT and its approval will be added to the January agenda.
- Mr. Herbst believes that there will be a greater emphasis on education in Rochester with our new mayor and charter schools will now be in a better/stronger position as schools of “choice”.
- Must focus on exceeding expectations not only on athletics but academics as well.
- We still have obstacles to overcome: transportation, lack of gym for home games and practices. We currently rent North Ridge Church as the gym for practices.
- Anticipating spring boys and girls track.
- Currently have basketball and volleyball. Both teams have qualified for sectionals this year.
- We are registered with the NYS Athletic Association and Section 5.
- Students in attendance emphasized the fact that we need a gym.
- Weight room added to current gym thru donations.
- Comment by Rod Green - are there things we need to continue athletics? Dave Herbst will put together a “wish” list. Fundraiser is happening right now with the athletes selling \$20 dining/sports cards.

Our Charter – Reinforcing our Mission – Dennis Francione

- State visit – we are waiting for the final report which is could take as much as two months to receive from SED.
- Christine Coxin has contacted Dennis and emphasized that we need to stick to our charter.
- Dennis emphasized that all BOT members read and familiarize themselves with the charter.

Individual Learning Plans (ILP's) - Tina Harrity (SPED teacher and Advisor Coach)

- ILP's are part of our charter and need to be completed by every teacher. Benefit of plan is to allow teacher to know their students as kids that have needs with social/emotional problems, as well as problems with their backgrounds at home. This is helpful in generating conversation between teacher and student.
- ILP's were developed by Mrs. Harrity and are updated consistently.
- Goals help students see long term results. One-on-one notes keep both student and teacher on track. 10 year plan is part of our curriculum.
- Teacher advisement and ILP's are a challenge for us at this time due to the fact that advisement is a challenging role in itself. We must take care of our students socially and emotionally as well as academically.
- Dr. Dingus indicated that a discussion needs to be held to add category to dashboard for "advisement". Jeanine has invited Tina back to the January meeting to continue this discussion.

Teacher Advisement Development – Daniel McFarlane

- In addition to ILP's we are looking for redevelopment of career choices – some of the challenges are continuing to build connections with students. Enhancing and strengthening is needed.
- January 3rd is full day PD on restorative practices. Suspensions need to be addressed as far as behavior when they return from suspension. This PD will be for all staff.
- Students need to be met with on a consistent basis and that we remain on track for each student.
- In addition, we need to get our families more involved. The "triangle" includes student/advisor/parent. Dan McFarlane has met with PTO president about reaching out to families to get them more involved with the school. On 12/18 we had families come in to meet with advisors to get to know them with the goal of working together to help the student. This program will be expanded and consistent going forward.
- PD going forward will be working on expanding the advisement training and improvements. Training will be consistent each month to be sure advisors are getting the proper training and support.
- Dr. Dingus expressed it would be helpful for the BOT to have written data that supports this use in secondary schools. She asked that Dan present reports at the January meeting so that we are all on the same page.
- Dr. Dingus also would like us to be "out in front" when the state returns. She favors us not having the state asking us for things, but to be more proactive in having items ready in case they do ask. For example – suspensions – it would be helpful if the BOT knew the codes to differentiate violations, also break down according to gender.
- Restorative practices book will be obtained for BOT members.

Student Climate and Support – Majied Eason

- Three students in attendance at this meeting have been elected as Early Recognition Black Scholars.
- Review of Director of Climate and Support December report.
- All student support service data should be reflected on the dashboard.
- Honor roll ceremony on Thursday, 12/19, 12:30-1:30 – all BOT members invited.
- School Connection students are preselected from urban schools and we have been selected to work with Dr. Ed Brockenbrough and his team from the U of R. We could also use U of R for recruiting. Dr. Brockenbrough has visited RCMCS and liked what he saw. For Urban League Black Scholars we need to let them know who we have going forward.
- Rod Green would like to see challenges in the report going forward – what the challenge is and how we worked through it.
- Teachers are doing a good job of reaching students at their core.
- Diane Spang expressed she is happy to see U of R connection because of outreach programs, medical programs, etc., all programs that our students can get involved in. We are working with other colleges as well.
- Kevin McCormick thinks we should go to Bob Green to do a press release about our black scholars.
- Recruitment needs to be done by students and parents for next year. Our approach is in the process of being revamped.

Financial Report – Kevin McCormick

- Financially we are looking good.
- Reserving 2500 more for accrual (state-required).
- Everything is on track as anticipated for year three.
- Rick Grybos stated that we do not have a dashboard yet for financials – some of the key pieces should be put into a dashboard – decide if this is feasible. Kevin's report is good for this purpose.
- Need to see what areas we are weak in and what areas we are strong in.
- Need to be at target for students with waiting lists – this will improve for the 2014-15 school year after new recruitment efforts are put in place.
- Rolling forecast will be revisited by Diane and Kevin. For dashboard include per pupil expenditures, revenue to expenses (year to date and month).

President's Request for Additional Board Members to Participate – Dr. Dings

- Dr. Dings emphasized that all BOT members should attend student events (games, dances, etc.). It is important to connect with at least one child that they can see go all the way from 9th to 12th.
- New athletic policy needs to be reviewed by next BOT meeting in January. BOT members should read the policy before the January meeting.
- Also reviewing charter to be sure we are on doing everything as stated in charter.
- Fundraising – we need help from anyone with fundraising expertise, foundation grants, individual and corporate donors, etc. Fundraising has to be a good fit for who we are.

- Jennifer Borsa indicated that we have a grant from Rochester Works for youth careers. RIT: Mini career camps, engineering, graphic designs, etc. MCC, Hillside Work Scholarship Connection, Center for Youth, Unity, to see which career sectors we will focus on – nursing, STEM, show career ladder.
- We will be hiring a grant writer which will help fast track our dual enrollment program with MCC. Decision will be made by the end of this week as to who the grant writer will be. Grant is for approximately \$2 million.

Classroom Observations - Christine Hill & Dianne Spang

- Christine and Dianne spent time in classrooms to see how they are running and what was actually going on with the students in those classrooms. Strengths and concerns are listed on handout.
- Culture not apparent – students need help in how to become leaders. Some students are struggling with our culture since they are used to the “stand and deliver” culture. See how 9th grade students are doing in February or March.
- Many classroom Interruptions – late students, another teacher coming in, going to get computers, getting everyone focused, moving from one activity to another gives opportunity for students to use phones or talk. Look through recommendations, make comments/changes/adjustments and pass along to leadership team to make changes.
- Dan McFarlane will provide report at January meeting in response to recommendations and classroom observations. Some rectifying starts with training young teachers.
- Recruitment will branch out to Buffalo and Syracuse to give us a better pool of candidates. As we are developing strong outstanding students we may want to bring them into the summer bridge program to speak to the new incoming class. Summer bridge program is already in the process of being expanded to include these suggestions and others.

SOP Collaboration - Christina Bakewicz & Victoria Best

- Trying to beef up program for next year. Need to develop a solid, measurable SOP so that when students are out in the community we have something for our partners to gauge them.
- In January our students have the option of choosing one or two job shadows. Mentors/guest speakers will share their own career journeys and speak about their experiences.
- Victoria keeps a calendar with all students and their schedules. In January we will bring Dr. Brooks and Micah Court in to speak.

New Business

- Dr. Dingus working with Rick Grybos who is a good resource for us as far as the workings of developing a good BOT.
- Rick Grybos will come up with a date in the spring for the BOT/Leadership Team retreat.

Promotional Policy - Dennis Francione, Daniel McFarlane, Christine Hill

- Did not speak about promotional policy due to meeting time constraint but there is a handout in each BOT member’s folder.

Next Meeting – Wednesday, January 15, 2013 at 6:00 p.m.

Meeting Adjourned

12/18/13

Page 4 of 4

Meeting Date: January 22, 2014

Meeting Time: 6:00 p.m.

Present: Dr. Jeannine Dingus, Kevin McCormick, Paul Clark, Christina Bakewicz, Roderick Green, Diane Spang

Guests: None

Absent: Dennis Francione, Christine Hill, David Passero

Approval of Minutes:

- Kevin McCormick made motion to approve December meeting minutes, seconded by Rod Green. Motion passed.

Public Comment:

- None

CEO Report – (Majied provided report in the absence of Dennis)

- BOT members encouraged to participate in fundraising activities, specifically a breakfast to be held at Passero Associates. (Date and time forthcoming)
- Regents mid-terms to be held the week of January 27, 2014. Local exams are being given this week.
- Recruitment plan in place and moving quickly forward including flyers, door-to-door, businesses, etc. Christina Bakewicz would like posters to hang up. Enrollment applications have been mailed to 2,700 RCS 8th grade students. 44 applications have been received thus far for 9th grade.
- Open house to be held February 12th for prospective families
- 4 students are beginning a college-level math course at MCC for the spring semester. Students will report their progress at the February BOT
- 8 students are enrolled at an Enrichment Math class at RIT beginning February 3rd every Wednesday. Mr. Court is involved with the project along with RIT professors. Goal is to encourage students to become mathematicians
- Convention Center Career Fair will encompass all schools (late February or early March). BOT members would like to help if needed
- Majied Eason, Director of Student Climate and Support, made comments regarding the climate of our charter school. As with any public school, we have had our incidences, but they have been much more minimal than any large city high school. Our leadership team, staff members, and support staff address each incident critically and seriously and frequently involve parents to help seek resolutions.

Financial:**GRANT – Christina Bakewicz**

- Nearing submission date for grant, Rochester Works (lead agency), Greece Olympia and RIT
- Hoping to serve 300 kids total over the 4.5 years with \$2million grant
- Looked at student population, their interests – advanced manufacturing and advanced health care were picked as most popular and where most of the jobs are locally
- Grant is completely written, being reviewed and will be submitted on Friday, January 24, 2014
- Visits, mentoring, internships, field trips, job shadowing are incorporated but specifically for advanced manufacturing and advanced health care
- RCSD did contact Rochester Works, they have not replied to our team as of this date. No one else in our region other than Greece Olympia has applied for the grant as far as Christina knows. RIT and MCC have also applied

Financial Report – Kevin McCormick

- W2-s have been distributed
- 1099's will go out before the end of the month
- 403(b) on schedule
- New life insurance rollout from MetLife
- Youth Career Connection decided to write Jim Gleason to come in
- Grant being written to WalMart Foundation
- Friends of Fundraising event will be determined
- Still looking at other locations for the school

Sub-committee discussion/comments and available resources - Dr. Dingus

- Continuing to work with Rick Grybos which has been very helpful with regard to governance and policies
- No written reports have been submitted at this time
- We must give our perspectives on the subcommittees
- Summer retreat will be planned once goals are established
- BOT policy handbook has been reviewed by Rick Grybos, Executive Committee will review his suggestions
- Fundraising – BOT members are being asked to support students that are attending college courses (books, tuition, etc.). Amounts being determined for books, etc.
- Rod Green suggested that perhaps United Way donor designated funding could help us in this endeavor. Kevin McCormick will investigate this. Maybe staff could contribute as well. Rod asked Jennifer Borsa to look into areas that would be helpful to us.
- Dr. Dingus indicates that we need submission aligned fundraising goals. We need to have processes to determine what we need. Kevin thinks we can cover tuition with our budget. We may also have a discussion with MCC to help us going forward – Jennifer Borsa/Kevin McCormick will work on this
- Diane Spang suggested that we look at an early college grant if that became available
- Rod Green indicated that Mayor Warren is a very big supporter and is very interested in expansion of charter schools

- Rod Green indicated there is money "somewhere", we just need to find it. Discussions need to be held to decide exactly what we are looking for
- Dr. Dingus would like one centralized place with a list of initiatives so we are not randomly chasing money. We need to be in position to ask for what we need succinctly because we will now have competition with the new charters (more schools on the secondary level)
- Paul Clark has been asked to put together a strategy so that we can stay focused. We also need what our projections are, where is our surplus and what is a realistic goal saying this is what we need – where is it going to come from – banks and other big foundations will give money for school initiatives, we just need to go after them before the competition gets going (Farash? Gleason? Hospitals? Gates Foundation?) Per Christina, part of the big grant will become an inroad to opening up funds from the bigger companies in the community. Must have a strategy!

Student Support Center - Paul Clark

- Paul has been fielding questions by staff on the purpose of Student Support Center. Plan needed to be presented to staff and they need to have PD sessions to help teachers know exactly what the support center is for and when they need to send their students there (crises, mediations, individual work, etc.)
- Focus of PD will be to define roles, responsibilities, confidentiality, collaboration – PD will start once plan is developed.
- Teachers MUST get to know the kids during advisement periods so they can continue to interact with them on a personal level

Next Meeting – Wednesday, February 19, 2014, at 6 PM.

Adjournment:

- Motion to adjourn by Kevin McCormick. Seconded by Diane Spang. Meeting adjourned at 7:35 p.m.

Meeting Time: 6:00 p.m.

Present:

1. Dr. Dingus-Eason, President
2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christina Bakewicz
5. Paul Clark
6. Christine Hill
7. Roderick Green

Absent: Dennis Francione

Guests: Tamara Varnado

Minutes:

The meeting was opened by the Board President, Dr. Dingus Eason and the new parent representative, Tamara Varnado, was introduced to the board.

Public Comment:

None

CEO Report:

A written report was submitted to board members.

Financial Report – Kevin McCormick

A summary of the budget for the first two months of 2014 will be given to the board at the March meeting

New Business

Board members requested that the CEO provide them with the following by February 26:

- ✓ January's dashboard.
- ✓ Data rich information concerning the academic growth of the students.
- ✓ A review of NWEA.
- ✓ Results of mid-term examinations.
- ✓ How the staff is addressing academic improvement?
- ✓ Teacher Recruitment for 2014 -2015

- ✓ Marketing strategies to enroll new students for next year.

Meeting adjourned at 6:30 pm

Next Meeting: Wednesday, March 19, 2014, 6:00 pm.

The board convened into closed session

Rochester Career Mentoring Charter School

Board of Trustees Meeting

Special Meeting Minutes

on February 25, 2014 date
at 12:00 PM time
at PASSERO ASSOCIATES
242 West Main Street, Suite 100
Rochester, NY 14614

The trustees of this charter present at the meeting:

1. Kevin McCormick, Vice- President
2. Dianne Spang, Secretary
3. Christina Bakewicz
4. Paul Clark
5. Christine Hill
6. Roderick Green
7. Dave Passero

Guest: Dennis Francione and Jennifer Borsa

Minutes:

The meeting was opened by the Vice President, Kevin McCormick.

Dianne Spang motion to go into executive session to discuss the employment history of a particular person. Paul Clark second and the full Board approved it.

The Board then went to an Executive session.

Motion to adjourn by Dave Passero. Seconded by Diane Spang. Meeting adjourned at 1:35

The Secretary of this charter school's board of trustees certifies that the above is a true.

Dianne Spang 2/25/14
Signature of Secretary Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Meeting

Special Meeting Minutes on March 14, 2014 at 12:00 PM at PASSERO ASSOCIATES -242 West Main Street, Suite 100 -Rochester, NY 14614

The trustees of this charter present at the meeting: Kevin McCormick, Vice- President Dianne Spang, Secretary, Paul Clark, Roderick Green and Dave Passero

Guest: Dennis Francione and Jennifer Borsa

Minutes:

The meeting was opened by the Vice President, Kevin McCormick at 12:00 pm

Motion By Dianne Spang to accept Jeannine Dingus resignation

"I resign effective immediately. Dr. Dingus-Eason Sent from my iPhone"

Second by Paul Clark Voted: all approved - passed

NYS law for not-for-profit organization must have a President and our by-law: **Article VIII - Officers of the Board of Trustees:** The Vice President shall act as Chair in the absence of the President, and shall serve as President if the office of President is vacated by the elected incumbent prior to the end of his or her term.

If the office of Vice President is vacated, voting members of the BOT shall elect a new Vice President for the balance of the term at a meeting held in accordance with the procedures set forth in Section C(2) of these Rules, within ten (10) business days of the effective date of the vacancy.

Need to vote on a Vice President: Dianne suggested that we wait until the regular Board Meeting on March 19th to vote for the new Vice President, due to the fact that not all of the Board members were able to attend today's meeting. The Board members agreed.

Dianne Spang motion to go into executive session to discuss the employment history of a particular person. Paul Clark second and the full Board approved it.

The Board then went to an Executive session.

Motion to adjourn by Dave Passero. Seconded by Diane Spang. Meeting adjourned at 1:35

The Secretary of this charter school's board of trustees certifies that the above is a true.

Dianne Spang
Signature of Secretary

3/14/14
Date

Dianne Spang

Meeting Date: March 19, 2014

Meeting Time: 6:00 p.m.

Present: Kevin McCormick, Paul Clark, Christina Bakewicz, Roderick Green, Diane Spang, Dennis Francione, David Passero, Christine Hill

Absent: None

Approval of Minutes:

- The meeting was opened by the Board President, Kevin McCormick.
- Motion to approve February minutes. Motion approved.
- Motion to nominate Kevin McCormick President of BOT. Motion approved

Election for Vice-President:

- Motion to nominate Paul Clark as Vice-President of BOT. Motion approved.

Public Comment:

- None

Cohort Information – Dennis Francione

- Dennis distributed list of original cohort students (2016 graduation) categorized by students "succeeding", "improving", and "in danger".
- Teachers are reviewing this list and will take appropriate action to help improve student learning.
- Note: project-based learning does not align well with regents tests. We are working to achieve a balance between the two. We are using the Big Picture to help us.
- Mrs. Silver is helping our staff infuse test-taking strategies into curriculum.

NWEA (Northwest Evaluation Association) Presentation - Jeanette Silvers, Ed.D.

- Purpose of NWEA is to measure growth for students and improve learning.
- Measures everyone equally and has variations to show growth over time.
- In several classes now, deviated instruction is vast. Lesson plans are based on common core and Regents exams.
- In-depth discussion on NWEA

CEO Report – Dennis Francione

- Dan McFarlane will present a PowerPoint at next BOT meeting to show new strategies for summer professional development.
- Important to understand that our goal is 85% graduation rate. We are not inching close with Regents examination.
- Concern with second cohort is that their skills are very low. Most of these students were socially promoted, especially in the area of reading.

March 19, 2014

ROCHESTER CAREER MENTORING CHARTER SCHOOL
Board of Trustees Meeting

- In addition, Dennis is matching grades against attendance. If a student shows up as passing everything, but their attendance is poor, that is a red flag. Dan and Dennis will be discussing this with the teachers – are they passing the student through?
- Teachers will take two class days to give students Regents exams (Science, Global, Math) that will further prepare them for testing strategies.
- Dashboard needs revisions. Dennis will be revising and the dashboard will be sent out the before each BOT meeting going forward.
- Paul Clark suggested that we start a “data wall” for the students to be able to see how many students fall into individual categories (no student names).

Adjournment – Motion to adjourn meeting at 7:25 p.m.

Executive Session followed.

Next Meeting – Wednesday, April 16, 2014, at 6 PM.

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

We being all the trustees of this charter school consent and agree that the following resolution was made

on March 19, 2014 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept the recommendation of the CEO for the counseling assignment for the 2013 – 2014 school year of the following staff member who holds NYSED certification in Secondary Counseling.

1. Denise Barkley, (Secondary Counselor)

Therefore, it is resolved, that the charter school shall:

Grant a one year contract Denise beginning , March 10, 2014 and ending , June 30, 2014. Denise's salary will be pro-rated at \$45,000 with appropriate contractual health/dental benefits and retirement plan. This teacher fulfilled the mandatory criminal background check.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. +Kevin McCormick, (Acting) President
2. +Paul Clark, Vice President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. +Christina Backwicz
6. +David Passero
7. +Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.

Dianne Spang
Signature of Secretary

3/19/14
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

We being all the trustees of this charter school consent and agree that the following resolution was made

on March 19, 2014 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept the recommendation of the CEO for the teaching assignment for the 2013 – 2014 school year of the following staff member who holds NYSED certification in Secondary Mathematics.

1. Philip Schieve, Secondary Mathematics (Integrated Algebra)

Therefore, it is resolved, that the charter school shall:

Grant a one year contract Philip Schieve beginning , March 14, 2014 and ending , June 30, 2014. Philip's salary will be pro-rated at \$40,000 without appropriate contractual health/dental benefits and retirement plan. This teacher fulfilled the mandatory criminal background check.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. +Kevin McCormick, (Acting) President
2. +Paul Clark, Vice President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. +Christina Backwicz
6. +David Passero
7. +Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.

Dianne Spang
Signature of Secretary

3/19/14
Date

Dianne Spang

April 16, 2014

[ROCHESTER CAREER MENTORING CHARTER SCHOOL]
Board of Trustees Meeting

Meeting Date: April 16, 2014

Meeting Time: 6:00 p.m.

Present: Kevin McCormick, Diane Spang, Christine Hill, Paul Clark, Christina Bakewicz, Rod Green, Tamara Varnado

Guests: Dennis Francione, Rick Grybos

Approval of Minutes from March Meeting

- Motion to approve from Chris Hill, Seconded by Rod Green, Minutes approved

Public Comment

- None

CEO Report – Dennis Francione

- Distribution of School's State Template
 - Dennis asked the BOT to review at the proposed policies that involve the steady operations of our charter school.
 - Determining strengths and weaknesses of policies (cell phone policy and constructivist classroom rules) to be submitted as part of the Student Learning Code of Conduct
 - State Ed Report (Dan McFarlane) – to insure fidelity of what we are trying to do, we (leadership and teachers) took each section of concern and brainstormed by looking at the concern; describing our current state; anticipating what our desired state would be; and explaining how we will get there. Staff members have been assigned different responsibilities and must adhere to the due dates by setting realistically attainable, measurable goals. The BOT will meet after this session to review and discuss the teaching staffs draft.
- Finance Committee – Kevin McCormick
 - 2014 – 2015 school budget will be ready for approval at the May BOT.
- Approval of 2014 – 2015 School Calendar
 - An error was noted on the school calendar regarding spring break 2015. This error will be corrected and resubmitted to SED.
 - School calendar has been aligned with the RCSD calendar. Motion to approve by Diane Spang, seconded by Paul Clark. No comments. Motion passed.

New Business:

- Approval of Tamara Varnado as a new board member. Tamara is the parent of one of our students and serves as the President of our PTO. Motion to approve by Christine Hill, seconded by Diane Spang, motion approved.

Adjournment – motion to adjourn by Christine Hill, seconded by Paul Clark, motion passed. Meeting adjourned

Board moved into their work session on – NYSED Report - with the guidance of a consultant

Next Meeting – Wednesday, May 21, 2014, at 6:00 p.m.

May 21, 2014

[ROCHESTER CAREER MENTORING CHARTER SCHOOL]

Board of Trustees Meeting

Meeting Date: May 21, 2014

Meeting Time: 6:00 p.m.

Board Members Attending: Paul Clark, Rod Green, Christine Hill, Kevin McCormick, Christina Bakewicz, Tamara Varnado,

School Personnel Attending: Dennis Francione, Jennifer Borsa, Justin Kwasa (Northeast Charter Association)

Absent: Diane Spang, David Passero

Approval of Minutes from April's Meeting, seconded by Paul Clark. None opposed. Minutes approved.

There will be no BOT meeting in July 2014.

Public Comment – limited to two minutes per speaker

- Justin Kwasa is our guest from the Northeast Charter School network. Mr. Kwasa is an advocacy manager for Rochester area who is here for three reasons (1) to build relationships with our schools, (2) as an advocacy manager to help school out with anything we have in terms of advocacy; in particular career and exploration programs, (3) to build a stronger charter advocacy community with the charter schools in this area, increasing visibility of charter schools. In addition he will provide services that help with any part of the chartering process. Mr. Kwasa can provide help with special ed coordination, board training, board retreats, and charter renewals – a menu of services will be provided.

CEO Evaluation – Personnel Hiring Committee (Christina Bakewicz)

- CEO evaluation content areas that are rating the CEO on have not changed (they are the same as what was used last year.) Goals have changed and another area has been added for student achievement. Each individual BOT member will complete the evaluation, as well as the CEO himself. BOT will take all surveys and “average” the ratings.
- Staff, student and parent surveys will be taken as well. All surveys are confidential.
- It has been decided that the CEO evaluation will be completed after the end of June when all student data has been assessed. (August)
- CEO recommends that a small committee meet with him to assess progress of the school.

CEO Report: (Dennis Francione)

- Enrollment: Eighty 9th grade students have been accepted for 2015-16. 53 students are on a wait list. Five 10th grade students have been accepted for 2015-16. 0 students on wait list. Goal for 2015-16 is 240 students.
- We now have a group working with us on constructivism and project-based learning. We must continue to follow our charter closely to keep in line with charter goals.
- Graphs and data handouts explained. We are still working on building a constructivist culture and will be offering Fundamentals of Algebra next year which will help those students who do not come in with “basic” math skills.

May 21, 2014

[ROCHESTER CAREER MENTORING CHARTER SCHOOL]

Board of Trustees Meeting

Finance Committee:

- Approval of 2014-15 Budget: no questions or issues on the budget at this time. Per pupil allocation has been increased by \$250 per student. Motion to approve 2015-16 budget by Rod Green, seconded by Christine Hill. No further discussions. Motion approved.
- 30 Hart Street (second and third floor) Build-Out Agreement: work will be started in the 2nd floor space, completion date is expected to be mid-August. Cost for all remodeling has been deemed reasonable. Motion to approve building build-out for the second and third floors by Rod Green, seconded by Christine Hill. No further discussions. Motion approved.

New Business:

- Hand out of BOT job description, individual trustee performance expectations, BOT pledge, administrative leave policy, cell phone policy and administrative leave policy.
- Status of NYSED Report
 - Short Term Action Plan: SED looking for immediate rectification/corrective actions.
 - Long Term Action Plan
 - Weekly reports to the State: Kevin is sending SED updates every Friday.
- Status of Open Grants: CSP grant expires August 2014.
- Dates for BOT Retreat: suggested that the 20th of September become the date for the BOT retreat. Justin Kwasa will be helpful with this retreat.
- PTO – mission statement of the PTO - information forthcoming

Motion to go into special closed door session made by Christine Hill, seconded by Paul Clark.
Adjournment at 7:18 p.m.

Next Meeting – Wednesday, June 18, 2014, 6:00 p.m. (no meeting in July)

15 minute closed door session

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

We being all the trustees of this charter school consent and agree that the following resolution was made

on March 19, 2014 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept the recommendation of the CEO for the teaching assignment for the 2013 – 2014 school year of the following staff member who holds NYSED certification in Secondary Mathematics.

1. Philip Schieve, Secondary Mathematics (Integrated Algebra)

Therefore, it is resolved, that the charter school shall:

Grant a one year contract Philip Schieve beginning , March 14, 2014 and ending , June 30, 2014. Philip's salary will be pro-rated at \$40,000 without appropriate contractual health/dental benefits and retirement plan. This teacher fulfilled the mandatory criminal background check.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. +Kevin McCormick, (Acting) President
2. +Paul Clark, Vice President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. +Christina Backwicz
6. +David Passero
7. +Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.

Signature of Secretary

Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

We being all the trustees of this charter school consent and agree that the following resolution was made

on March 19, 2014 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept the recommendation of the CEO for the counseling assignment for the 2013 – 2014 school year of the following staff member who holds NYSED certification in Secondary Counseling.

1. Denise Barkley, (Secondary Counselor)

Therefore, it is resolved, that the charter school shall:

Grant a one year contract Denise beginning , March 10, 2014 and ending , June 30, 2014. Denise's salary will be pro-rated at \$45,000 with appropriate contractual health/dental benefits and retirement plan. This teacher fulfilled the mandatory criminal background check.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. +Kevin McCormick, (Acting) President
2. +Paul Clark, Vice President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. +Christina Backwicz
6. +David Passero
7. +Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.

Dianne Spang
Signature of Secretary

3/19/14
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

We being all the trustees of this charter school consent and agree that the following resolution was made

on March 19, 2014 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept the recommendation of the CEO for the counseling assignment for the 2013 – 2014 school year of the following staff member who holds NYSED certification in Secondary Counseling.

1. Denise Barkley, (Secondary Counselor)

Therefore, it is resolved, that the charter school shall:

Grant a one year contract Denise beginning , March 10, 2014 and ending , June 30, 2014. Denise's salary will be pro-rated at \$45,000 with appropriate contractual health/dental benefits and retirement plan. This teacher fulfilled the mandatory criminal background check.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. +Kevin McCormick, (Acting) President
2. +Paul Clark, Vice President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. +Christina Backwicz
6. +David Passero
7. +Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.

Dianne Spang
Signature of Secretary

3/19/14
Date

Dianne Spang

[ROCHESTER CAREER MENTORING CHARTER SCHOOL]

June 18, 2014

Board of Trustees Meeting

Meeting Date: June 18, 2014

Meeting Time: 6:00 p.m.

Board Members Attending: Kevin McCormick, David Passero, Paul Clark, Tamara Varnado, Christine Hill, Diane Spang, Roderick Green

School Personnel Attending: Dennis Francione, Victoria Best, Kai Lin

Absent: Christina Bakewicz

Motion to approve May BOT meeting minutes made by Paul Clark. David Passero seconded. All in favor. Motion to approve May BOT meeting minutes passed.

Public Comment – limited to two minutes per speaker. Kai Lin is an educator from Geneseo who stopped in to our meeting to apply for a Geography teacher position. She has been following RCMCS on-line, reading our BOT meeting minutes, and is curious about how our students that are attending college classes are doing. Mr. Francione has invited Ms. Lin in for a tour of the school.

Introduction of Prospective New BOT Member – Dr. Shirley Summers – Dr. Summers did not attend this meeting.

CEO Evaluation – Personnel & Hiring Committee

- Christine Hill will get together with Dennis soon to talk about goals and will then put together an evaluation.
- Currently there are 9 vacancies and 52 candidates have been interviewed. There is concern over the longer school hours among the candidates. So far, 11 people visited RCMCS to do demonstration lessons. We have hired 4 people thus far: ELA (11th Regents class, highly qualified), Literacy/Career Choices, Flex Teacher, Physical Education. Still need a Science/Living Environment teacher. Biggest challenge (other than longer school hours), is teaching in an urban setting.

CEO Report: (Dennis Francione)

- Dennis and Victoria Best attended a charter school renewal meeting where concentration on the first three years for renewal is on the BOT. Does the BOT help the school (corrective action plans, etc.)
- Hiring young, just out of school teachers is difficult because they are not taught project-based learning or constructivism.
- Dennis will perform both the CEO and Educational Leader positions for at least the first four months of the 2014-15 academic year. Dan McFarlane has been reassigned from Educational Leader to Director of Constructivism.
- Distribution of 2014-15 organization chart – only new addition is the Director of Constructivism. Dennis will work with Kevin McCormick to add staff names/hire dates and will redistribute final copy by July 1, 2014.
- Distribution of Constructivist Educational Workshop flyer – there will be a meeting held at St. John Fisher College on August 21, 8:30-3:00. The BOT has been asked to attend a Constructivist Education Workshop, August 21, 2014 at St. John Fisher College, 8:30-3:30.

June 18, 2014

[ROCHESTER CAREER MENTORING CHARTER SCHOOL]
Board of Trustees Meeting

- Staff development will be overseen by Dennis and every day will have measurable outcomes. There are four weeks of staff development.
- Dashboard and packet with student progress information will be assembled and sent to the BOT during the month of July after Regents testing and grades are finalized.
- Summer Bridge (August 18-22) will be set up with training for 11th graders to prepare them for internships. This training is mandatory for all 11th grade students.

Finance Committee – Kevin McCormick

- Saturday, September 20th will be the BOT retreat – location to be determined
- Distribution of Pledges/responsibilities form for all BOT members to sign
- Encouragement of BOT to continue good attendance at meetings
- BOT attendance
 - Status of NYSED Report
 - Short Term – Action Plan – per a conference call with NYS – we no longer need to report to SED weekly, a monthly report is now due the Monday following our BOT meeting
 - Long Term – Action Plan – due by Friday, June 20th. Must include measurable points.
 - Corrective action plan covering July 31, 2013 up to December 30, 2013.
- PTO – Mission Statement of the PTO - handouts
 - Objective of the PTO
 - Officer designation and description of responsibilities
 - Visitation protocols of PTO parents while school is in session
 - Fundraising activities defined
 - Involvement in the recruitment of new students
 - Developed a pledge for our charter school parents
 - Sports Banquet will be held on Thursday, June 26, 2014 at Keenan's Restaurant. Tickets may be purchased from PTO members.

Paul Clark motion to go into special executive session to discuss the employment of a particular personal, seconded by Christine Hill. The executive session began at 6:55 p.m. and ended at 7:02 p.m.

Motion to adjourn the BOT meeting by Christine Hill and seconded by Paul Clark. Meeting adjourned at 7:03 p.m.

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Director of Constructivism Contracts

We being all the trustees of this charter school consent and agree that the following resolution was made

on June 18, 2014 date

at 6:00 PM time

at RCMCS, 30 Hart Street 14605 location

We do hereby consent to the adoption of the following as if it was adopted at a regularly called meeting of the board of trustees of this charter. In accordance with New York State Charter law and the bylaws of this charter school, by unanimous consent, the board of trustees decided that:

Accept the recommendation of the CEO for the assignment of the following leadership staff member to the position of Director of Constructivism for 2014 - 2016.

1. Daniel McFarlane

Therefore, it is resolved, that the charter school shall:

Granted a one-year contract beginning July 1, 2014 and ending June 30, 2016 to the aforementioned leader. Daniel McFarlane's salary will be \$67,000 in the first year of the contract with a 3% increase the second year. Appropriate contractual health/dental benefits and retirement plan will be granted. Daniel McFarlane fulfilled the mandatory criminal background check.

The trustees of this charter authorized to perform the acts to carry out this charter's resolution. (Please check + if present)

1. +Kevin McCormick, President
2. +Paul Clark, Vice- President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. +David Passero
6. +Christina Bakewicz
7. +Tamara Varnado
8. +Roderick Green

The Secretary of this charter school's board of trustees certifies that the above is a true and correct copy of the resolution that was duly adopted at a meeting of the dated meeting of the board of trustees.

Signature of Secretary

Date

Dianne Spang

Student Recruitment Plan

Rochester Career Mentoring Charter School (RCMCS) admits students without regard to race, creed, ethnicity, disability, or socio-economic background. We enrolled 80 students in Grade 9 for the 2014-2015 academic year. The schools application and enrollment process included a minimum of 16% of the seats for students with disabilities and a minimum of 10% of the seats for English Language Learners (ELL).

For the 2013-14 school year, RCMCS enrolled (based on 80 enrolled students):

- Students with disabilities: 29 students (14%)
- ELL students: 2 students (1%)

The additional method for future recruitment of students includes:

- Utilization of local print and electronic media widely available at neighborhood libraries and recreation centers
- Appearances on local radio shows (including stations whose audience includes those speaking a language other than English) whose target audiences closely align with the applicant pool
- Collaboration with the County and City to provide applications and information to neighborhood organizations, clubs, agencies (Center for Youth Services, The Boys and Girls Club, Threshold) and churches. This will provide awareness of RCMCS and availability of applications at their offices
- Identification of speakers cognizant of the RCMCS design, vision, and mission to present at meetings, media events, etc.
- Further development of our website and other social media, such as Facebook and Twitter
- Elementary school visitations to introducing our school to 8th graders
- Working closely with the Rochester City School District's Office of Special Education to introduce our charter school's mission to students with disabilities
- Visiting the Rochester City School District's middle schools for English Language Learners to introduce the 8th graders to another high school option

Attracting and Retaining Students with Disabilities

In addition to our general recruitment efforts, RCMCS will continue to employ strategies and techniques to recruit students with disabilities at a rate comparable to or greater than the percentage of the Rochester City School District. Recruitment efforts will include: (a) distribution of pamphlets highlighting information about RCMCS's special education program, (b) outreach to community programs, agencies (VESID, SETRC, Lifetime Assistance Program, Learning Disabilities Association, and Youth Advocacy Programs). Request opportunities to provide RCMCS information during meetings hosted by these community agencies and service coordinators. During the application process and meetings, we will clearly identify the special education services that will be available at RCMCS (c) provide meetings with members of special education staff and/or Board of Trustees with parents of students with disabilities who express interest in learning more about how RCMCS will meet the needs of their child. It is our goal to retain the highest number of enrolled students with disabilities.

Description to Attract and Retain English Language Learners

To reach English Language Learners (ELLs), RCMCS will work with the Rochester community and Rochester City School District to identify the major languages spoken other than English. We have introduced ourselves to the District's ELL's middle school at Eugenio Maria deHostos Charter School. Also, we have passed information to local clergy whose congregations are non-English speakers. We have displayed and provided RCMCS materials in different cultural centers, including but not limited to the Puerto Rican Youth Development Center, IBERO, and Urban League, etc. We also invite families and students to our recruitment events which include open houses prior to and during the enrollment process. Native speakers or translators are available to facilitate these events. We will continue to emphasize the availability of resources for ELL students.

Appendix A: Progress Toward Goals

Created Thursday, August 21, 2014

Updated Tuesday, September 23, 2014

Page 1

Charter School Name: 261600861019 ROCHESTER CAREER MENTORING 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).

(No response)

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	In 2016, RCMCS will graduate its first class of students (cohort 1) who began in 2012 - 2013 as 9th graders. It is expected that 85% of cohort 1 will graduate in June 2016.	1.) Teacher made assessments 2.) Regents Examinations in Earth Science, Living Environment, Global II, Integrated Algebra and Geometry 3.) Student exhibitions 4.) NWEA (Northwest Evaluation Association) 5.) Formative assessment tools 6.) Projects and Portfolios 7.) ELL language Tests	81% (56 out of 69) cohort 1 students are making progress toward obtaining a Regents diploma and graduating in 2016.	
Academic Goal 2	Students will meet or exceed the NYSED requirement of passing all required Regents exams	1.) Recovery Courses 2.) Academic Intervention Support 3.) Followed the progress of the passing rate of each student in every academic course 4) Recorded the progress of each student's passing		Progress toward attainment will be made with the following: 1.) Data manager to properly observe and evaluate passing rate 2.) Hired H.S. Counselor to observe and evaluate passing rate

		<p>rate on Regents examinations</p> <p>5) Teacher Advisory program kept track of students course and credits obtained</p> <p>6. Tutors for specific Regent's courses provided by Nazareth College and Encompass.</p> <p>7. Online review courses for math and science specifically provided by Khan Academy and Apex.</p> <p>8. Online Test Taker Regent's review.</p>		<p>3.) Teacher training continued for Common Core Standards</p> <p>4.) JUPITER system will continue to evaluative tool to monitor passing/failing rate of each student</p> <p>5.) Placed additional staff in the Student Success Center to counsel and support students</p>
Academic Goal 3	Students in the 11th and 12th grade will complete a career-interest internship experience	<p>1.) Teacher-advisory was responsible for implementing the Career Choices Program</p> <p>2.) Career study guide sheets were reviewed by teacher-adviser and Internship Coordinator</p> <p>3.) School-wide career exhibition days were held by the student body. Each student had a committee of three to evaluate his/her demonstration (teacher, Internship Coordinator, community member)</p>	<p>1.) Mentors were recruited for 11th Grade Internship Program</p> <p>2.) Internship work sites were located for student placement</p> <p>3.) Planning and execution of quarterly Career Days were addressed and established school-wide</p> <p>4.) Community members were invited into the school to address careers and business world expectations</p>	
Academic Goal 4	RCMCS 11th grade students will apply the job readiness skills of collaboration, communication, critical thinking, and creativity to their internships.	N/A	N/A	N/A

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Student attendance rates will be a minimum of 91.5% attendance with modest increases each school year.	<ol style="list-style-type: none"> 1. Teacher Advisors maintained attendance for their advisee students. 2. Track absences using the data- base JUPITER. 3. Account for the improvement of teacher/parent contacts via school conferences and home visits. 		<ol style="list-style-type: none"> 1. Improved RCMCS' teacher-advisory program by hiring a consultant and assigning a lead teacher to offer attendance-building activities. 2. Created a Parent/Teacher Organization to address attendance problems. 3. Work with outside agencies, such as Center for Youth Services to retrieve students who were consistently absent from school. 4. Developed a system where Attendance/Receptionist Clerk called student's parent. Town meetings focusing on students becoming ambassadors to the character of our charter school. 6. Work with Parent Teacher Organization (PTO) to provide initiatives for the improvement of attendance. 7. Speakers to discuss the importance of education and seeking a good career.
Org Goal 2	Student suspension will be less than 10% of the total population	<ol style="list-style-type: none"> 1. Record suspension decrease on data base (JUPITER). 2. Teacher Advisers will record suspensions of advisees. 3. Record of suspensions will be monitored and kept by Student Success Center coordinator. 4. Track and monitors suspensions of students enrolled in the Hillside Work-Scholarship Program. 5. Principal will record and monitor the number of suspension, parents conferences for each incident. 		<ol style="list-style-type: none"> 1. Train teacher- advisers to become more effective communicators with their students. (Use of the principles of personalization - coalition of Essential Schools). 2. Create a Student Success Center where outside resources and agencies can diminish problems students are personally experiencing in their lives. 3. Increase the number of students enrolled in the Hillside Work-Scholarship Program. 4. Improve grade-level teacher-student conferences. 5. Work with Parent Teacher Organization (PTO) to

actively engage parents in the school's culture.
 6. Develop a structured and well defined code of conduct, and review it consistently with staff and students.
 7. Target chronic misbehavior and provide support and resources with the assistance of Center for Youth Services.

Org Goal 3	RCMCS students in grade 11 will complete a career-interest internship experience.	<ol style="list-style-type: none"> 1. Students will be measured on progress via weekly online journal entries that highlight their work using 4 'C's. These are submitted to Coordinator and Advisor. 2. Students will be evaluated weekly by Career Mentor. The Career Mentor will submit the evaluation to the student's Advisor. 3. Advisors will conduct a monthly site visit to observe students in their internship environment to ensure that program measures are being followed and both student and Career Mentor are doing well in the mentor/mentee relationship. 	<ol style="list-style-type: none"> 1. Students have been through an IRW(Internship Readiness Workshop) that prepares them for the internship experience and outlines program responsibilities, guidelines, and policies that need to be followed. 2. Students are given a program binder with detailed program information that includes the guidelines, procedures and policies. These are consistently reviewed in their Career Choices classes where they are also taught soft skills. 3. Staff has been trained in their program responsibilities and a bi-weekly meeting is held to ensure program fidelity. 4. Parent Orientation will be held to outline the program and roles and responsibilities of the parent. 5. Mentor Orientation will be held to outline mentor roles, responsibilities, guidelines and procedures.
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2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	At the end of year two have \$50,000 set aside in a dissolution	Balance in M&T Dissolution account.	100% Met	

	account.		
Financial Goal 2	Maintain a positive cash flow ensuring the timely payment of all salaries to employees and payments to vendors and leaseholders.	Month end bank statements and financial reports verifying cash flow and outstanding payments.	100% Met
Financial Goal 3	Successfully complete the independent year end audit with minimal areas of deficiencies found.	Year end audit report Management Letter	Yes, this was met. There were continued areas of suggested improvements recommended as we grow and tighten our processes and procedures, but no fundamental deficiencies were found in our systems.
Financial Goal 4	Successfully finish out the CSP Grant Year 3	Submission and payment of the full and final CSP funds.	This looks favorable at this point. We have submitted our final invoice and are not expecting any issues with funding the full amount.

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, September 23, 2014

Page 1

261600861019 ROCHESTER CAREER MENTORING 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 2013-14 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-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

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 <https://fluidsurveys.com/account/surveys/540612/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.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 21, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/9dd5c>

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:

Christina Bakewicz

2. Charter School Name:

Rochester Career Mentoring Charter School

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

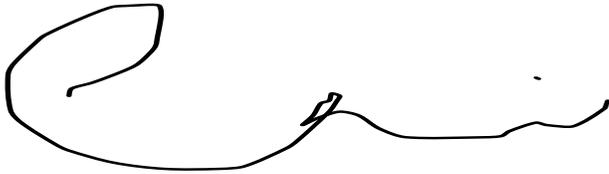
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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, consisting of a large, stylized initial 'E' followed by a series of connected loops and a horizontal line.A handwritten signature in black ink, starting with a large, bold letter 'B' followed by several loops and a horizontal line.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 21, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/f02a1>

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:

Roderick Green

2. Charter School Name:

Rochester Career Mentoring Charter School

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?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Hillside Work Scholarship Connection, Executive Director	Youth Development and Employment Support Services			
2					
3					
4					
5					

Signature of Trustee

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 21, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/fde6b>

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:

David Passero

2. Charter School Name:

Rochester Career Mentoring Charter School

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:

[Redacted]

7. *E-mail Address:

[Redacted]

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: Board Member

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, extending across the width of the page.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 21, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/7fc4e>

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 Hill

2. Charter School Name:

Rochester Career Mentoring Charter School

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...: Board member

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

Christine Hill

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, August 22, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/75575>

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:

Dianne Spang

2. Charter School Name:

Rochester Career Mentoring Charter School

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

D. [unclear] [unclear]

[unclear] [unclear]

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Monday, August 25, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/94932>

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:

Paul Clark

2. Charter School Name:

Rochester Career Mentoring Charter School

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?

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?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	The Center for Youth	Social/Emotional Support		Paul Clark	
2					
3					
4					
5					

Signature of Trustee

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Monday, September 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/6c4ca>

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:

Kevin McCormick - update

2. Charter School Name:

Rochester Career Mentoring Charter School

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)

• Chair/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?

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?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Local Computer Service	Running network and phones cabling	\$2,000	Kevin McCormick	Local Computer Service today 9/1/2014 Albert Swierzewski owner ask me to sub-contractor for large project and project he needs my assistance. To protect any Conflict of Interest issues I'll not be paid any monies for work done at the school, all work at the school on will still be in a volunteer mode. All payments from Local Computer Service will be non-charter school project.
2					
3					
4					
5					

Signature of Trustee