

I. SCHOOL INFORMATION AND COVER PAGE

Created Friday, July 25, 2014

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1. SCHOOL NAME

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

261600861020 YOUNG WOMEN'S COLLEGE PREP CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Rochester

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
311 Flower City Park Rochester, NY, 15615	585-254-0320	585-254-0321	[REDACTED]e

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Jennifer Gkourlias
Title	Principal
Emergency Phone Number (###-###-####)	[REDACTED]

5. SCHOOL WEB ADDRESS (URL)

www.youngwomenscollegeprep.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

- 7

- 8

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)	311 Flower City Park Rochester, NY, 14615	585-254-03 20	ROCHESTER CITY SD	7, 8	No	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	Jennifer Gkourlias, Ed. D.	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Barbara Hasler	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Jennifer Gkourlias, Ed. D.	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

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

A handwritten signature in black ink, appearing to read "K. Kourlas", written on a white background. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Signature, President of the Board of Trustees

Thank you.

Appendix A: Progress Toward Goals

Created Friday, July 25, 2014

Updated Friday, August 01, 2014

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

1. NEW YORK STATE REPORT CARD

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

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

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

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	Increase ELA 7 Score from 8.9% passing with level 3 or 4 to 20% passing ELA 7 with level 3 or 4. Ensure 20% passing rate for Grade 8.	NYS Common Core ELA Assessment	TO BE RELEASED	
Academic Goal 2	Increase Math 7 Scores from 3.9% passing with level 3 or 4 to 20% passing Math 7 with level 3 or 4. Ensure 20% passing rate for Grade 8.	NYS Common Core Math Assessment	TO BE RELEASED	
Academic Goal 3	Accelerate 8th grade students into Regents/High School Coursework working toward Regents Diploma with advanced designation: Living Environment Algebra I Latin I	NYS Regents Examinations in Living Environment Algebra I Latin I United States History and Government	# Passing: 23 Living Environment 12 Algebra I Common Core 11 Integrated Algebra 21 Latin I 11 United States History and Government	For students in cohort who did not pass in June 2014, ensure summer school enrollment and a passing grade in August 2014

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	Create positive school culture/climate to support mental health needs of students/families	Respect Survey Questions	47% of students surveyed said they feel they belong at school 58% of students surveyed said they feel that they treat themselves and others with respect because of advisory	We will continue to work with the Respect Institute to ensure staff development around implementation of the Respect 360 Program, and helping girls develop positive relationships to promote belonging and respect among students.
Org Goal 2	Advisory program established with low pupil-advisor ratio	Advisor Surveys, Data Collection with lead advisors	100% of advisors agreed with the statement: "I create a stronger connection with our girls through advisory that helps me support them in improving their health, wellness and leadership capacity. I create a stronger connection with our girls through advisory that helps me support them in improving their health, wellness and leadership capacity."	YWCP partnered with the Respect Institute, a nationally recognized partner of the Clinton Global Initiative. Monthly coaching calls for lead advisors and work with dean of students helps ensure continued social/emotional safety for YWCP students.
Org Goal 3	Establish key partnerships with community organizations to support goals of YWCP	A minimum of 4 significant partnerships will be forged to support the goals of the charter in raising the academic outcomes of YWCP students. Measures: Data from Partners and evidence of impact on student learning	Partner 1: United Way of Greater Rochester, Assisted in funding YWCP Summer Bridge Programming impacting all incoming 7th grade students (20 K annual grant) Partner 2: Center for Youth (CFY) YWCP obtained a prevention counselor and partnered with CFY to increase the social/emotional supports available to YWCP students Partner 3: American Association of University Women, funded February Break math camp, supporting student attainment of math outcomes Partner 4: Ibero American Action League, partnered on grant to bring Paseos program to YWCP students. Paseos provides	Goal is met!

social/emotional counseling and support through educators to YWCP
 Partner 5: Women's Foundation of the Genesee Valley, provides class sets of literature, and Voices of Experience program for all YWCP students
 Partner 6: Latinas Unidas, Sponsored world acclaimed author Esmeralda Santiago as a guest speaker at YWCP
 Partner 7: Nazareth College- Provides site free of charge to host 3-week summer bridge program
 Partner 8: Chamber Music Society of Rochester, provides master class with concertmaster Julianna Athayde for YWCP string students
 Partner 9: Partners in Restorative Initiatives, Provides peace circle training and supports YWCP in ensuring students have

Org Goal 4	Maintain full enrollment (minimum of 75 students per grade level) and ensure waiting list of 50% of targeted enrollment, or, 37 pupils waiting	Enrollment number and waitlist number	Enrollment Data as of 8/1/14: enrollment: Grade/Current/Projected/Waiting 7 83 83 17 8 86 80 26 9 89 81 23	School will continue to work with community partners, RCSD, to promote YWCP opportunity and ensure healthy enrollment. School will seek consultation of public relations specialist to promote the school in the community.
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Org Goal 5	Partner with Young Women's Leadership Network to cultivate leadership, college readiness, service learning	YWCP leadership team continues to partner with Young Women's Leadership Network Team, principal attends principal's network retreat and fall practice sharing conference	Goal Met
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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	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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		Progress		
Financial Goal 1	Maintain adequate cash position with no debt	Net cash position and debt position	Goal was attained as the school exited FY14 with no debt and a cash position in excess of \$500,000	
Financial Goal 2	Achieve an Operating Surplus consistent with the FY14 Budget	Increase in Net Assets actual compared to Budget	Goal was attained as the school's net asset position increased in excess of \$300K as compared to a budgeted increase of \$180K	
Financial Goal 3	Remediate material weakness in controls noted in FY13	Clean audit report for FY14	TO BE REPORTED BY 11/1/14	The School hired an accounting firm to review financial information and reconciliations monthly. Also, Director of Operations has instituted some additional controls and ensured that documentation supports that internal controls are being properly executed
Financial Goal 4	Begin developing a financial plan that supports the fiscal requirements of the school at full enrollment as outlined in the Charter, including the facility requirements.		TO BE REPORTED BY 11/1/15	Several models have been developed. This will be a primary objective for FY15

Appendix I: Teacher and Administrator Attrition

Created Friday, August 01, 2014

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Charter School Name: 261600861020 YOUNG WOMEN'S COLLEGE PREP 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
9.1	9.5	2.1

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
2.0	1.0	0.0

Thank you

Appendix J: Uncertified Teachers

Created Friday, August 01, 2014

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Charter School Name: 261600861020 YOUNG WOMEN'S COLLEGE PREP 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
Total FTE (Sum of all Uncertified Teaching Staff)	1

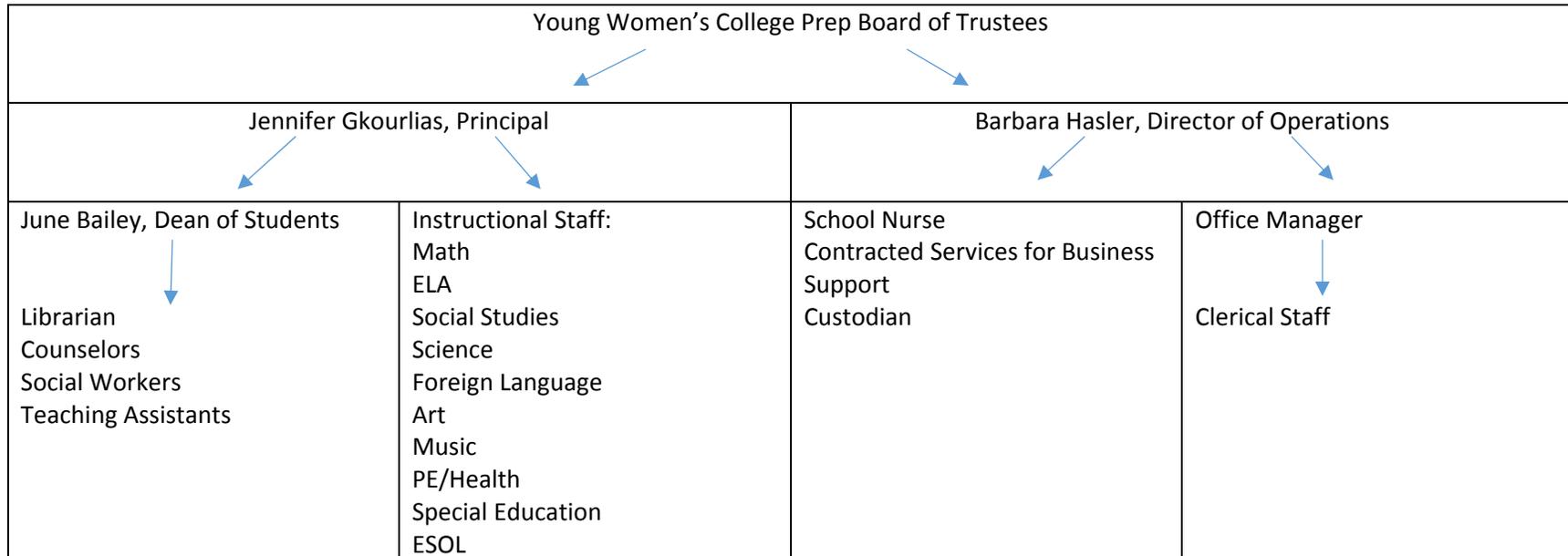
How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

14

Thank you.

Young Women's College Prep

Organizational Chart



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Tuesday, July 29, 2014

Updated Friday, August 01, 2014

Page 1

Charter School Name: 261600861020 YOUNG WOMEN'S COLLEGE PREP 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	1964243
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	166
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	11833

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)	191000
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)	83997
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	274994
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	166
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	1657

Thank you.



Financial A

J

School Name:

Date:

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

School Audit Firm Name:
School Audit Contact Name:
School Audit Contact Email:
School Audit Contact Phone:

Latest Audit Period (through June 30):
Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Young Women's College Prep Charter School of Rochester

August 1, 2014

Barbara Hasler

[REDACTED]
[REDACTED]
Rochester City School District
SED

2

Private
7 and 8
7 through 12
XXX
450
2014
585-254-0320 x2060

Bonadio & Co., LLP Certified Public Accountants
Kelley Demonte
kdemonte@bonadio.com
585-381-1000

2013

Young Women's College Prep Charter School of Rochester2013

Audited Financial Statement Checklist

Created Friday, October 31, 2014

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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)	Yes
CSP Agreed Upon Procedures (if applicable)	Yes
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	No
Corrective Action Plans for any Findings	No

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	No
CSP Agreed Upon Procedures Report	No
Management Letter	No

Thank you.

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

**Financial Statements
as of June 30, 2014
Together with
Independent Auditor's Report**

Bonadio & Co., LLP
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

October 21, 2014

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

Report on the Financial Statements

We have audited the accompanying financial statements of Young Women's College Prep Charter School of Rochester (the School) (New York not-for-profit corporation), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities and change in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

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Pittsford, New York 14534
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www.bonadio.com

(Continued)

INDEPENDENT AUDITOR'S REPORT

(Continued)

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Young Women's College Prep Charter School of Rochester as of June 30, 2014 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2014 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

Bonadio & Co., LLP

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

**STATEMENT OF FINANCIAL POSITION
JUNE 30, 2014**

ASSETS

CURRENT ASSETS:

Cash	\$	477,975
Grants receivable		64,722
Prepaid expenses and other assets		<u>30,029</u>

Total current assets 572,726

DESIGNATED CASH 50,000

PROPERTY AND EQUIPMENT, net 87,797

\$ 710,523

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:

Accounts payable	\$	57,292
Accrued expenses		<u>90,423</u>

Total current liabilities 147,715

NET ASSETS 562,808

\$ 710,523

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2014

REVENUE AND SUPPORT:	
Public school district	\$ 2,001,953
Federal and state grants	347,358
Contributions	<u>2,325</u>
Total revenue and support	<u>2,351,636</u>
EXPENSES:	
Program -	
Regular education	1,607,840
Special education	<u>127,550</u>
Total program expenses	1,735,390
Management and general	<u>202,827</u>
Total operating expenses	<u>1,938,217</u>
CHANGE IN NET ASSETS	413,419
NET ASSETS - beginning of year	<u>149,389</u>
NET ASSETS - end of year	<u>\$ 562,808</u>

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2014**

	Program Services				Supporting Services			Total
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	
Personnel services costs:								
Administrative staff personnel	\$ 202,539	\$ -	\$ -	\$ 202,539	\$ 120,190	\$ -	\$ 120,190	\$ 322,729
Instructional personnel	594,493	105,168	-	699,661	-	-	-	699,661
Non-instructional personnel	5,407	-	-	5,407	-	-	-	5,407
Total personnel services costs	802,439	105,168	-	907,607	120,190	-	120,190	1,027,797
Fringe benefits and payroll taxes	147,533	21,386	-	168,919	25,203	-	25,203	194,122
Accounting/audit services	-	-	-	-	18,980	-	18,980	18,980
Other purchased/professional/consulting services	9,049	-	-	9,049	3,154	-	3,154	12,203
Building and land rent/lease	206,069	-	-	206,069	10,846	-	10,846	216,915
Repairs and maintenance	79,824	-	-	79,824	4,202	-	4,202	84,026
Insurance	18,936	996	-	19,932	10,264	-	10,264	30,196
Utilities	56,854	-	-	56,854	2,596	-	2,596	59,450
Supplies/materials	76,077	-	-	76,077	-	-	-	76,077
Equipment/furnishings	1,874	-	-	1,874	-	-	-	1,874
Staff development	28,749	-	-	28,749	-	-	-	28,749
Marketing/recruitment	8,114	-	-	8,114	-	-	-	8,114
Technology	31,926	-	-	31,926	-	-	-	31,926
Food service	1,776	-	-	1,776	-	-	-	1,776
Student services	77,476	-	-	77,476	-	-	-	77,476
Office expense	26,136	-	-	26,136	-	-	-	26,136
Depreciation	29,568	-	-	29,568	-	-	-	29,568
Other	5,440	-	-	5,440	7,392	-	7,392	12,832
	<u>\$ 1,607,840</u>	<u>\$ 127,550</u>	<u>\$ -</u>	<u>\$ 1,735,390</u>	<u>\$ 202,827</u>	<u>\$ -</u>	<u>\$ 202,827</u>	<u>\$ 1,938,217</u>

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2014

CASH FLOW FROM OPERATING ACTIVITIES:

Revenue from school districts	\$ 1,991,052
Grant revenues	315,982
Miscellaneous sources	29,707
Payments to vendors for goods and services rendered	(669,665)
Payments to charter school personnel for services rendered	<u>(1,126,472)</u>
Net cash flow from operating activities	<u>540,604</u>

CASH FLOW FROM INVESTING ACTIVITIES:

Increase in designated cash	(25,000)
Purchases of property and equipment	<u>(91,486)</u>
Net cash flow from investing activities	<u>(116,486)</u>

CHANGE IN CASH 424,118

CASH - beginning of year 53,857

CASH - end of year \$ 477,975

RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:

Change in net assets	\$ 413,419
Adjustments to reconcile change in net assets to net cash flow from operating activities:	
Depreciation	29,568
(Increase) decrease in assets:	
Grants receivable	(26,701)
Prepaid expenses and other assets	1,795
Increase in liabilities:	
Accounts payable	43,810
Accrued expenses	<u>78,713</u>
Net cash flow from operating activities	<u>\$ 540,604</u>

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2014

1. THE ORGANIZATION

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

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

The School's initial charter was executed by and between the Board of Regents of the State of New York and the School in September 2011. The School's initial charter will expire in June 2017.

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

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

Financial Reporting

At June 30, 2014, all of the School's net assets were unrestricted.

Revenue Recognition

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash

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

Program Services

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

Grant Receivable and Revenue

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

The School records an allowance for uncollectible accounts based on historical collection experience and a review of specific amounts outstanding. Accounts are written off against the allowance when uncollectibility becomes known. At June 30, 2014, it was determined that an allowance for uncollectible accounts was not necessary.

Designated Cash

In accordance with NYSED regulations, the School is required to maintain funds to pay for expenses associated with the potential termination of the School or non-renewal of the School's charter. At June 30, 2014, the School had designated funds totaling \$50,000 to satisfy this requirement.

Property and Equipment

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

Donated Services

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

Income Taxes

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

For tax-exempt entities, their tax-exempt status itself is deemed to be an uncertainty, since events could potentially occur to jeopardize their tax-exempt status. As of June 30, 2014, the School did not have a liability for unrecognized tax benefits. The School files informational returns in the U.S. federal jurisdiction.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Estimates

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

3. CONCENTRATIONS

The School's primary source of funding is obtained from the New York State Department of Education and is reported as public school district revenue in the accompanying statements of activities and change in net assets. This funding is received on a per pupil basis and was approximately 85% of the School's total revenue for the year ended June 30, 2014.

4. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30, 2014:

Equipment	\$	81,739
Property		<u>37,888</u>
		119,627
Less: Accumulated depreciation		<u>(31,830)</u>
	\$	<u>87,797</u>

Depreciation expense was \$29,568 for the year ended June 30, 2014.

5. LINE OF CREDIT

The School has a line of credit agreement with a bank allowing the School to borrow up to \$75,000 for operating purposes. Amounts borrowed bear interest at the prime interest rate plus 1.50% (4.75% at June 30, 2014), are unsecured, and are guaranteed by one of the Organization's Trustees. There were no amounts outstanding under the terms of this agreement at June 30, 2014.

Interest

Interest expense and the amount of interest paid with respect to the line of credit was approximately \$100 during the year ended June 30, 2014.

6. COMMITMENTS

The School had a noncancelable lease agreement for its school that required monthly payments of \$14,417 through June 2014 and \$18,750 per month through June 2015. Rent expense recognized under the terms of this agreement was \$216,915 for the year ended June 30, 2014.

In August 2014, the School extended this lease agreement through June 2017. The extended agreement requires monthly payments of \$24,744 through June 2015, \$25,577 from July 2015 through June 2016, and \$24,205 from July 2016 through June 2017.

Future minimum annual payments under the terms of the new lease agreement are as follows for the years ending June 30:

2015	\$	296,922
2016		306,918
2017		<u>290,466</u>
	\$	<u>894,306</u>

7. RETIREMENT PLAN

The School sponsors a tax-sheltered annuity 403(b) retirement plan (the Plan) for all salaried employees. These employees are eligible to participate in the Plan upon hiring and are vested in the School's contributions upon continuation of service after the completion of one year. The School makes contributions to the Plan equal to 3.0% of the employee's annual salary. The School's contributions to the Plan for the year ended June 30, 2014 was \$8,730.

8. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 21, 2014, which is the date the financial statements were available to be issued.

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

October 21, 2014

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

We have audited, in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Young Women's College Prep Charter School of Rochester of Rochester (the School), which comprise the statements of financial position as of June 30, 2014 and the related statements of activities and change in net assets, functional expenses, and cash flows for the year then ended, and have issued our report thereon dated October 21, 2014.

Internal Control Over Financial Reporting

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

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

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

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(Continued)

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

(Continued)

Compliance and Other Matters

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

Purpose of this Report

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

Bonadio & Co., LLP

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

October 27, 2014

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

We have performed the procedures identified below, which were agreed to by the management of Young Women's College Prep Charter School of Rochester (the School) and the New York State Education Department (NYSED) solely to assist the specified parties in evaluating the School's assertion to NYSED that it has maintained compliance with the requirements of the Charter School Program (CSP) grant and federal and NYSED guidelines in managing the CSP grant as of and for the year ended June 30, 2014. The School's management is responsible for compliance with the requirements of the CSP grant and federal and NYSED guidelines in managing the CSP grant. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure #1:

Obtain the detail of expenditures incurred for the year ended June 30, 2014 relating to the CSP grant from the School's accounting software and reconcile to the grant revenue recorded by the School.

Result:

Procedure performed without exception.

Procedure #2:

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

Result:

Procedure performed without exception.

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

Procedure #3:

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

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

Result:

Procedure performed without exception.

Procedure #4:

Obtain FS-25 form(s) submitted to NYSED during the fiscal year ended June 30, 2014 and perform the following.

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

Result:

Procedure performed without exception.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on Young Women's College Prep Charter School of Rochester's compliance with the requirements of the Charter School Program (CSP) grant and federal and NYSED guidelines in managing the CSP grant as of and for the year ended June 30, 2014. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

Bonadio & Co., LLP

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

**Communication of Matters Related to Internal Control
Over Financial Reporting and Other Matters
October 2014**

Bonadio & Co., LLP
Certified Public Accountants

October 2014

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

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

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

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

Bonadio & Co., LLP

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YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

COMMUNICATION OF MATTERS RELATED TO INTERNAL CONTROL OVER FINANCIAL REPORTING AND OTHER MATTERS OCTOBER 2014

REVIEW OF PRIOR YEAR RECOMMENDATIONS

In connection with our audit of the financial statements of the School for the year ended June 30, 2014, we reviewed the status of our prior year's recommendations. Our suggestions from the prior year and current status are as follows:

- **Journal Entry Review** - Our review of the general journal entries indicated that the review of these entries had been properly documented.
- **Review of Payroll Reports** - Our review of the School's payroll reports indicated that the School's management had reviewed and approved the payroll reports.
- **General Ledger Account Reconciliations** - Our review of the School's reconciliations and journal entries indicated that reconciliations are being prepared timely and in accordance with generally accepted accounting principles.
- **Credit Cards** - In 2013, we recommended that the School develop a credit card policy related to credit card transactions and that this policy be enforced. We noted that the School has developed and enforced this policy in the current fiscal year.
- **Vendor List Review** - In 2013, we recommended that the School's vendor lists be reviewed and approved in accordance with the School's policies and procedures. We noted the School has performed this review in the current fiscal year.
- **CSP Compliance** - In 2013, we recommended the School develop procedures that require the maintenance of all required grant documents. We noted the School has developed procedures and maintained required grant documentation in the current fiscal year.

YWCP Operating Budget

FY14

Student Teacher Info

Total Students targeted	80.0	168.0	252.0	336.0	420.0	500.0
Total Students - Enrolled	79.0	163.0	241.9	319.2	399.0	475.0
IDEA Students	4.0	8.0	13.0	18.0	23.0	27.0
Teachers	4.0	8.0	12.0	16.0	20.0	24.0
Art/Music	1.0	1.6	2.0	3.0	3.0	4.0
Foreign Language	0.5	1.0	1.5	2.0	3.0	4.0
AIS Reading/Math	0.5	2.0	3.0	4.0	5.0	6.0
Physical Education	1.0	1.0	1.0	2.0	2.0	3.0
Therapists & Counselors	0.5	1.0	2.0	2.0	2.0	3.0
Instructional Tech Personnel		0.6	1.0	1.0	2.0	2.0

Per Student Revenue

RCS	\$ 12,090	\$ 12,090	\$ 12,392	\$ 12,702	\$ 13,020	\$ 13,020
IDEA	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000

Faculty Salaries

Teachers	\$ 42,200	\$ 44,099	\$ 46,304	\$ 48,619	\$ 51,050	\$ 53,603
Therapists & Counselors	\$ 42,200	\$ 43,466	\$ 44,770	\$ 46,113	\$ 47,496	\$ 48,921

Funding Source	Forecast	Budget	Budget	Budget	Budget	Budget	Notes
	FY13	FY14	Year 3	Year 4	Year 5	Year 6	

REVENUE

Funding Source	FY13	FY14	Year 3	Year 4	Year 5	Year 6	Notes
State							
RCS	955,110	1,970,186	2,997,933	4,054,496	5,194,823	6,184,314	
IDEA	64,000	128,000	208,000	288,000	368,000	432,000	
Grants							
Stimulus	30,000						
Federal							
Title I	46,000	92,000	138,000	184,000	230,000	276,000	
Title III							
Grants							
21st Century							
CSP Planning & Implementation	173,000	225,000					\$65K - Salaries, \$58K Contract Services, \$28K supplies, \$
Local & Other							
Fundraising - Foundation	70,000	60,000					
Fundraising - Summer Bridge 6 go 7	20,000	20,000	20,000	20,000	20,000	20,000	
Fundraising - Summer Bridge 7 go 8			20,000	20,000	20,000	20,000	20,000 There is a need for summer programming for all grade le
Erate Reimbursement							
Text Book							
TOTAL REVENUE	1,358,110	2,495,186	3,383,933	4,566,496	5,832,823	6,932,314	

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

Executive Management							
Instructional Management	110,250	115,211	119,820	124,612	129,597	134,781	Principapal and one assistant principal for every two grade
Deans, Directors & Coordinators		85,000	87,550	181,229	186,665	284,965	One for every two grades
CFO / Director of Finance			75,000	78,750	82,688	86,822	
Operation / Business Manager	68,543	81,900	85,995	90,295	94,809	99,550	
Administrative Staff	34,000	52,520	61,596	75,443	77,707	92,538	
TOTAL ADMINISTRATIVE STAFF	212,793	334,631	429,960	550,329	571,466	698,656	

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	168,800	352,792	555,647	777,906	1,021,002	1,286,463	Math, Science, ELA, Social Studies
Teachers - SPED	55,000	44,000	45,320	93,030	95,820	98,695	
Additional Pay - subs etc.	0	5,000	7,500	10,000	12,500	15,000	
Teaching Assistants	0	0	61,800	95,481	131,127	166,127	
Family and Community Liaison	22,000	0	0	0	0	0	
Specialty Teachers:							
AIS/Reading and Math	20,000	88,198	138,912	194,477	255,251	321,616	
ESOL	21,000	26,000	45,088	48,619	102,100	105,163	
Art/Music	58,000	70,558	92,608	145,857	153,150	214,410	
Instructional Tech		26,459	46,304	48,619	102,100	107,205	
Foreign Languages (latin and other)	21,000	44,099	69,456	97,238	153,150	214,410	
Physical Education	41,250	44,099	46,304	97,238	102,100	160,808	
Therapists & Counselors	21,100	43,466	89,540	92,226	94,993	146,764	
College Counselor			27,100	27,913	51,050	53,603	
TOTAL INSTRUCTIONAL	428,150	744,672	1,225,579	1,728,605	2,274,344	2,890,264	

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	12,600	26,000	45,000	46,350	47,741	49,173	
Librarian	3,200	6,000	6,000	24,000	24,000	32,000	Contract for current year
Custodian		50,000	50,000	75,000	100,000	100,000	In new space, we will need to employ at least 1.5 FTE for
Security							
Other	10,000	31,600	39,400	47,100	54,750	61,800	Coaching, Clubs, Saturdays, Curriculum writing, summer
TOTAL NON-INSTRUCTIONAL	25,800	113,600	140,400	192,450	226,491	242,973	
SUBTOTAL PERSONNEL SERVICE COSTS	666,743	1,192,903	1,795,939	2,471,384	3,072,301	3,831,893	
	49%	48%	53%	54%	53%	55%	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes	60,007	107,361	161,635	222,425	276,507	344,870	
Fringe / Employee Benefits	86,000	202,794	305,310	420,135	537,653	670,581	Worker's Comp, Health, Medical, Disability
Retirement / Pension	20,002	35,787	53,878	74,142	92,169	114,957	
TOTAL PAYROLL TAXES AND BENEFITS	166,009	345,942	520,822	716,701	906,329	1,130,408	
	25%	29%	29%	29%	30%	30%	
TOTAL PERSONNEL SERVICE COSTS	832,752	1,538,845	2,316,762	3,188,086	3,978,630	4,962,301	
CONTRACTED SERVICES							
Accounting / Audit	17,500	19,250	25,000	27,500	30,250	32,500	
Legal	5,000	5,500	6,000	7,500	10,000	12,500	
Management Company Fee	0	0	0	0	0	0	
Food Service / School Lunch	21,000	12,500	20,000	25,000	30,000	35,000	
Payroll Services	2,200	4,000	5,000	6,000	7,500	8,000	
Tutoring Services	1,200	2,400	3,600	4,800	6,000	7,000	
504 Services							
Titlement Services (i.e. Title I)	0	0	0	0	0	0	This is incorrect - see the Ops/Personnel Budget
Other Purchased / Professional / Consulting	10,000	90,000	25,000	30,000	40,000	50,000	HR Support, Financial - FTE in Year 3
TOTAL CONTRACTED SERVICES	56,900	133,650	84,600	100,800	123,750	145,000	
	4%	5%	3%	2%	2%	2%	
SCHOOL OPERATIONS							
Board Expenses	1,000	1,500	2,000	2,500	3,000	3,000	
Classroom / Teaching Supplies & Materials	74,000	71,000	99,000	122,500	138,300	145,000	
Student Support services	5,000	4,500	6,750	9,000	12,000	15,000	
Textbooks	24,000	24,000	5,000	5,000	5,000	5,000	
Library Books	7,000	30,000	15,000	15,000	15,000	15,000	
Technology Support	29,000	0	0	0	0	0	Replaced by FTE
Technology Licenses	10,000	11,000	12,000	15,000	20,000	24,000	
Student Testing & Assessment	16,000	24,000	36,000	54,000	45,000	50,000	
Summer Bridge and enrichment	20,000	20,000	60,000	80,000	100,000	120,000	See also, notes in Revenue section above
Extracurricular Activities	7,000	8,000	15,000	22,000	29,000	35,000	
Transportation (student)	5,200	9,000	15,750	21,000	26,350	32,000	I agree w/ your projections on this.
Uniforms	2,500	6,500	7,500	10,000	10,000	10,000	I really think these costs should be purposefully kept down
Office/Schoolwide	16,000	35,000	39,000	47,000	55,000	60,000	
Professional Development	5,000	12,000	35,000	40,000	45,000	50,000	
Staff Recruitment	2,500	2,000	3,500	4,000	4,500	5,000	
Community Outreach	3,500	3,500	4,000	4,000	4,250	5,000	
School Meals / Lunch							
Other	2,500	3,000	3,500	4,000	4,500	5,000	
TOTAL SCHOOL OPERATIONS	230,200	265,000	359,000	455,000	516,900	579,000	
	17%	11%	11%	10%	9%	8%	
FACILITY OPERATION & MAINTENANCE							
Insurance	15,000	30,000	30,000	40,000	40,000	40,000	Liability, D&O, EPL, Crime
Janitorial	15,000						Check current monthly charge and whether all space is b
Building and Land Rent / Lease	85,000	200,000	206,000	215,000	750,000	975,000	Assumes reach 50,000 sq ft by year 5
Repairs & Maintenance	4,000	30,000	30,000	40,000	25,000	30,000	
Equipment / Furniture	3,400	20,000			20,000		moving expense
Security	5,000	25,000	50,000	50,000	75,000	75,000	
Utilities	10,000	50,000	60,000	60,000	80,000	100,000	
TOTAL FACILITY OPERATION & MAINTENANCE	137,400	355,000	376,000	405,000	990,000	1,220,000	
	10%	14%	11%	9%	17%	18%	High compared to other budgets reviewed.
DEPRECIATION & AMORTIZATION							
DISSOLUTION ESCROW & RESERVES / CONTIGENC	25,000	25,000	25,000				
TOTAL EXPENSES	1,282,252	2,317,495	3,161,362	4,148,886	5,609,280	6,906,301	
NET INCOME	75,858	177,691	222,572	417,611	223,544	26,012	
CASH FLOW ADJUSTMENTS							
OPERATING ACTIVITIES							
CSP Grant Receivable	-74,104						
Other							
Total Operating Activities							
INVESTMENT ACTIVITIES							
Hardware		24,000					
Furniture	45,000	45,000	76,000	75,000	75,000	40,000	

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

Updated Friday, August 01, 2014

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261600861020 YOUNG WOMEN'S COLLEGE PREP CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 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.

Appendix F: BOT Membership Table

Created Friday, July 25, 2014

Updated Friday, August 01, 2014

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261600861020 YOUNG WOMEN'S COLLEGE PREP CS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Adele Bovard	Member	Yes	Curriculum, Education, Evaluation	1 term, 3 years 12/13-12/16	Education, Curriculum, Evaluation
2	Flor Colon	Vice Chair/Vice President	Yes	Associate, General Counsel, Xeorox Corporation	1 term, 3 years 6/12-6/15	Real Estate, Executive
3	Erika Duthiers	Member	Yes	Legal	2nd term, 3 years 6/14-6/17	Governance Committee
4	Barbara Jarzyniecki	Secretary	Yes	Former Chief Communications Officer, RCSD	1 term, 3 years 5/14-5/17	Executive
5	Sean Miller	Member	Yes	Accounting, Internal auditing	1 term, 3 years 12/12-12/15	Finance
6	Laura Norris	Member	Yes	Real Estate	1 term, 3 years 5/14-5/17	Real Estate
7	Duffy Palmer	Chair/President	Yes	Education, former Deputy Secretary of Education, NYS Governors Office	2nd term, 3 years 6/14-6/17	Executive
8	Mary Beth Robinson	Member	Yes	pediatrics, health and wellness	1 term, 3 years 12/12-12/15	Health and Wellness
9	Brook Stafford-Brizard	Member	Yes	curriculum, education, evaluation,	1 term, 3 years 6/12-6/15	Education Consultant, Co-Founder
10	Jenny Vossler	Treasurer	Yes	Finance, controller, Paychex Corp.	1 term, 3 years 6/12-6/15	Finance
11	Natasha Williams	Member	Yes	curriculum	1 term, 3 years 12/12-12/15	Curriculum

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

3

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

5

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

20

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

11

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

12

Thank you.

YWCP Board of Trustees Meeting Minutes

Date: August 9, 2013

Time: 8:00am

Location: Nazareth College

Present: Christine Boev , Flor Colon, Duffy Palmer, Mary Beth Robinson , Jennie Schaff, Jenny Vossler, Natasha Williams, Laura Rebell Gross

On phone: Howie Jacobson, Susan Solomon, Cynthia Woolbright ,

Other attendees: Barb Hasler, Jennifer Gkourlias, Lauri Bonnell

Not present: Brooke Stafford Brizzard, Sean Miller, Erika Duthiers

Agenda Item: Foundation

Presenter: Laura Gross

- Laura is moving to New York to work with TYWLS
- Keep foundation; important arm to the school
- Revised Mission statement for Foundation: want to create a "firewall" between foundation and the school; foundation will not oversee day to day curriculum. Will create separate Foundation Board (Cynthia will be chair) and development committee will be on that board
- Connect school with universities, community, TYWLS
- Foundation will be raising money for TYWLS programming which is our "brand"
- Raising money for the school building and other programs will take place on Foundation board
- All honorees for breakfast said yes!
- Currently foundation president and director development comprise Foundation; still looking for 3 other positions. Looking for someone to take on the role of Foundation President.
- Laura, Duffy and Cynthia will be talking to organizations with separate foundations from board...
- September 6th is next board meeting at new school

Agenda Item: Finance

Presenter: Jenny Vossler

- Managing well within budget; continue to monitor
- Went to 3 different accounting firms; 3 quotes-- \$15,000 range (with allotted \$90,000);

- Two resolutions: add bank signatories to the bank account (we have not yet added Barb, and with Laura leaving—need to add Duffy and Barb. Second resolution: 403B contribution ended June 30, 2013; we said we would match up to 3% of 403B—comes up to about \$12,000; this is well within what we had in the budget. No questions: we will ratify at next meeting.
- Jenny and Sean have organized volunteer day of service 9am- 3pm; bring paint brushes and power drills,

Agenda Item: Director of Operations

Presenter: Barb Hasler

- Finance, facility, and HR
- PE teacher only contract not done yet but should be done asap
- Thought we would have to hire part time school nurse; we have two high needs students with diabetes, RCSD will supply full time RPN to us; save money, rest easier knowing we will have support at school
- Need part time clerical person (6:30-8:30am); attendance, letting people in to building
- Custodian needed: cathedral community said to hold off hiring custodian because they had someone; we could use custodian of Cathedral Community and enter into agreement with them; we would hire a part time person—perhaps, Midnight Janitorial—someone will come in a couple of hours at end of day
- In new facility now: midnight janitorial have done great; Nazareth Academy will give itemized bill for few items; need to replace their awning;
- Certificate of occupancy; met with architectural firms; need C of O from City and then State Ed, and then have to appear before zoning board, Meeting on September 16th; have temporary permission until meeting on 16th
- State ed promised they will expedite when all information is in.
- Still need phone and internet—will be done by the 19th
- Financial impact of move: working hard to keep close eye on budget
- Bought \$20,000 worth of furniture and equipment from RCSD;

Agenda Item: Executive Committee

Presenter: Duffy Palmer

- Changing of organizational structure
 - Jen will report to board through Jennie Schaff (chairing educational committee)
 - Barb will report to board through Jenny Vossler
 - Dean of students will report to Jen
- Policy changes: will send out to board and will discuss in September
 - Membership and nominations for new board members; executive committee will take care of that
 - Susan Solomon and Ann Tisch coming up to end of term
 - Susan will go to the advisory board; and Ann will go to advisory board

- If anyone has recommendations then let us know

Agenda Item: Principal Report

Presenter: Dr. G

- Discuss new faculty at YWCP (see handout from Jen)
- Susan will write letter of resignation; and Laura will talk to Ann
- Laura will move off board in June; Cynthia will move to the foundation board; but will not be a voting member but will keep board and foundation connected
- Jennie will do vice chair and chair education committee – effective after September meeting
- Enrollment targets: 2 students request withdrawals;
- Compliance (addressing targets): enrollment rates, attrition data, student scores;
- Closing the gap on reading: look at scholastic reading inventory: at end of 7th grade 45% proficient and 15% advanced; below basic reduced from 36 to 19%;
 - 20 girls basic or below basic: working to close reading gap
 - Some are enrolled in sped
 - Read 180 program
 - All 20 invited to reading camp (only 6 attended)
- Look at organizational goals that Jen handed out and familiarize yourself as board members;
- Monique working with PTO: and this year Jen will talk more about ways parents can get involved in leadership of school
- Scores: a lot of work to do regarding how we are assessing girls everyday to help girls achieve standards;
- Outperformed district passing rate; want to compare to state target—always try to measure to the highest standards
- Could see resilience and effort level in the girl's exams: based on reports from teachers scoring exams
- Data teams will meet once a week to create and monitor assessments to give real time feedback to the kids.
- Reducing class size; working on aligning curriculum, setting measurable achievement targets, multiple measures beyond SRI for reading—will have more aligned to common core assessments

Action: Laura motion to adjourn, Flbr second, motion approved by all

YWCP Board of Trustees Meeting Minutes

Date: September 6, 2013

Time: 8:00am

Location: YWCP, 311 Flower City Park

Present: Laura Rebell Gross, Flor Colon, Duffy Palmer, Erika Duthiers, Jenny Vossler, Cynthia Woolbright, Mary Beth Robinson, Sean Miller, Jennifer Gkourlias, Christine Boev, Natasha Williams

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

Agenda Item: Approve Last Month's Minutes

Motion to Approve: Mary Beth Robinson, Second by Flor Colon, Approved by all

Agenda Item: Executive Report

- Got a call on the second day of school from State Ed that they were considering closing the school because we didn't have the proper Certificate of Occupancy from the state education department. We got the C of O from the city. In 2010, the state education department made a new ruling that charter schools have to have a special C of O. They cited 3 things: lower the latches on the fire safety windows, put fire proof doors on boiler room and electrical room, and need to be handicapped accessible - both the stairs and a bathroom. We are currently working on all three items and can stay open while the work happens. We're getting cost estimates for the work right now. We can look into grants to help pay for this. The charter office wants a weekly update on progress. We'll keep everyone informed on this. Jenny Vossler motioned to allow the executive committee to move forward and approve the project. Cynthia Woolbright seconded, all approved.
- The executive committee met with Michael Robinson again and he talked about the re-authorization process. He's on the board for UPrep and they have a dashboard where they can make sure they are following their charter to the letter. Duffy has asked Brooke Stafford Brizard to oversee this with our school. When the state comes to reauthorize, they will interview each board member, so this will be a helpful process. Brooke has agreed to take the lead on this and will be in touch with Jen Gkourlias to move forward.
- Michael Robinson also suggested having a board clerk, and Duffy's friend, Barbara, is interested in volunteering for the position. She's offered to take care of the committee website, board minutes, etc. Barbara will work with Lauri Bonnell to move forward.

Agenda Item: Governance Committee Report

- The Governance Committee will no longer be involved in the board member nomination process. That will fall on the Executive Committee

now. The Governance Committee will focus on policies, such as a parent engagement policy, and personnel evaluation, etc.

- Cynthia Woolbright will no longer be on the YWCP board because she will now chair the Foundation board instead. She will remain as a non-voting member and liaison to the YWCP BoFT.
- Ann Tisch and Susan Solomon's one-year terms have expired. They will both be moving onto the Advisory Committee.
- Erika Duthiers and Flor Colon will be added to the Executive Committee going forward. This does not need a vote.

Agenda Item: Finance Committee Report

- The committee got three quotes from accounting firms to provide ongoing bookkeeping and accounting services.
- Bonadio will complete the school's audit. The audited financial statement must be provided to State Ed by November 1st.
- Barb Hasler is looking at the financial projections for the current year. We are in a solid cash position.
- The upcoming questions are: the C of O issues, security, and utilities.
- At the last meeting, we moved to approve the school's 403b contribution, and adding Duffy and Barb Hasler as signatories to the bank account. We need to ratify these. Flor moved to ratify those two actions, Sean Miller seconded, all approved.

Agenda Item: Director of Operations Report

- HR – all of our positions are filled. Hasan has signed on as custodian.
- We have a zoning meeting with the City of Rochester on September 16th.
- Our application for Title funding has been submitted.

Agenda Item: Real Estate Committee Report

- The committee spent most of May and June negotiating the lease for our current building. It's a 3-year lease with options, so we have this building if we choose up to 5 years. The landlord has been very cooperative.
- The next action item is to start looking at the next building for the school.

Agenda Item: Audit Committee Report

- This committee is waiting for the formal engagement letter from Bonadio and then will be working on the financial statements to get the filing done on time.

Agenda Item: Health and Wellness Committee Report

- The committee will be meeting next week.

- In the meantime, they did an audit of breakfast and will delve into the lunch program to make sure it's nutritionally sound. They will also meet with the new school nurse to see if she needs any support.

Agenda Item: Foundation Report

- Laura shared the new mission statement and the 5 buckets of fundraising. The budget is \$300k.
- Cynthia is stepping into the role of Foundation Board Chair. Development committee members will be given the option of becoming Board members or staying as committee members.
- Upcoming events: YWLN NYC breakfast on 10/10, YWCP Leadership Breakfast on 12/3, Cool Women/Hot Jobs on 1/16, Health and Wellness Night 5/9
- Lauri Bonnell will email sponsorship information to all board members for the Leadership Breakfast
- Grants: Lauri will submit a revision grant to the RACF for the \$7,500 grant they gave to Summer Bridge. We didn't need it because the United Way grant covered the program's expenses. We'll be resubmitting to put that money toward the Respect Institute.
- The Foundation has posted a job ad for the position of Foundation President, and has begun interviewing people.
- Laura brought up the opportunity to sponsor the Biannual Conference of the National Coalition of Girls Schools. Mary Beth moved to approved the expense of \$5,000 over two years. Duffy seconded it, all approved.

Agenda Item: Principal's Report

- Academic goals: staff is starting working with data teams. We are trying to move our passing rates on the state exam up. Jen's goal is to meet the state's passing rate of 31%.
- We are moving forward with the culture and climate goal. Our theme this year is more co-activity with the girls. We want to give girls more leadership roles. Are our girls being trained to serve as leaders? Jen asked board members to let them know to pass along opportunities for our girls to serve as leaders in the community.
- We are decorating the walls with college pennants so board members are asked to bring their's in.
- We have a few advance classes (high school level) – Algebra 1, Living Environment, US History Regents, Latin 1.
- Another principal goal is to create a mentoring program for our teachers. Adele Bovard is formally mentoring Jen Gkourlias and her math department is mentoring our math teachers. They will meet monthly. We will have the same goals, activities, and best practices as the Webster program.

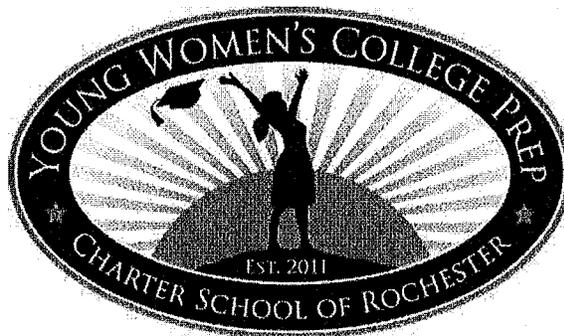
- Partnerships: Ibero American Action League will send young women into our school to be peer mentors to help prevent teen pregnancy. We are meeting with RIT to discuss future opportunities with them.
- Advisories are eating lunch together this year so they have a full-hour of time.
- Squash will continue again this year. The girls travel for free downtown and are greeted by two coaches. They received tutoring and free squash time at the Harro East.
- Jen believes we need to work on an athletic program. We have a new phys ed teacher, who also teaches health. She will join the health care committee. Students and parents are asking why we don't offer more sports. Shannon and Jessica Mangicaro have offered to coach a softball team in the spring.
- Delta Laboratories has offered to pay for two days of water testing and experiments at Mendon Ponds Park, October 17th and 18th.

Action: Mary Beth motioned to adjourn, Laura Rebell Gross seconded, all approved.

Approved: 11/1/13

YWCP Board of Trustees Meeting Minutes

Date: October 4, 2013
Time: 8:00 a.m.
Location: YWCP, 311 Flower City Park



Present: *Duffy Palmer (Chair) Christine Boev, Flor Colon, Erika Duthiers, Laura Rebell Gross, Mary Beth Robinson, Jenny Vossler, Natasha Williams, Cynthia Woolbright*

Absent: *K. Brooke Stafford Brizard, Howie Jacobson, Sean Miller, Jenny Schaff*

School Administration Present: *Jennifer Gkourlias, Barbara Hasler*

The meeting was called to order at 8:05 a.m.

Agenda Items

Approval of the September 6, 2013 Minutes

Motion to Approve: *Cynthia Woolbright, Second by Mary Beth Robinson. Approved by all in attendance.*

Executive Report: Duffy Palmer

The Executive Committee is seeking nominations for new Board of Trustees positions. It was suggested that the Board receive a list of the qualities and skills that potential board members should possess linking with the ethics and values of the Board.

Finance Committee Report: Jenny Vossler

The Finance Committee met on September 10, 2013, to review the school's current financial status and projection for this school year. Most of the services and operations of the school are within the FY14 budget year to date. Student enrollment is as projected. The additional requirements for the Certificate of Occupancy (State) are unbudgeted at this time.

Vossler confirmed that the school is in a solid cash position. It was reported that there was real savings in the areas of personnel, benefits, and items that were obtained at no cost to the school. In addition, the Director of Operations is currently reviewing the budget to validate if all of the CSP (Charter School Program Grant) and Title 1 funding

expenses were included in the budget. After validation matching funding through these grants to expenditures, we will have a clearer picture as to how the School is performing against the Budget.

She stated that the cost for utilities is uncertain (due to the move to a new location). The former occupants, the City School District estimated \$60,000 for the cost of utilities. It is also uncertain at this time as to whether the amount budgeted for security is adequate. In addition, there was no budget for the Certificate of Occupancy renovations which will be required by the State.

Audit Committee Report: Sean Miller (Vossler reporting)

It was stated that the Foundation and school must file together. In the future, (according to the Board Chair, Duffy Palmer) the school and foundation will file separately following the separation of the boards. Cynthia Woolbright stated she will resign from the YWCP Board of Trustees to Chair the new Foundation Board. Woolbright will attend meetings as a non-voting member and Foundation liaison.

During the audit process it was discovered that due to turnover of staff prior to this school year, many records were missing and the task of rectifying all was challenging. A compliment was extended by the Board to Vossler and Barbara Hasler, Director of Operations for their diligence in handling the situation.

At the present time, there is \$470,000 in the school checking account. There are numerous expenses that have been incurred but not yet paid, and it is expected that personnel costs will consume some of this cash over the next month. A copy of the financials is prepared and ready for submission.

Action: Vossler asked for a motion to allow the Finance Committee to approve the Financial Statements for submission to the State. Erika Duthiers seconded the motion. The motion was accepted by all.

Governance Committee Report: Erika Duthiers

The Governance Committee will meet on October 28, 2013.

Real Estate Report: Flor Colon

A meeting was held with Ed Flynn (Labella Associates) regarding options for a permanent school building (75,000 sq. ft.) as enrollment increases and grade levels are added. The Committee is looking for building grants and discussing opportunities for a capital campaign with Woolbright. Colon stated that after discussions with bank

partners regarding the options on the table, (Colgate Divinity and the Landsman Property) the acquisition and build-out is expected to be extremely expensive (\$13m).

Palmer and Colon have pursued discussions with the cathedral community. They believe there are several campuses available. There may be a consideration for a campus with 2 buildings but the preference is for one school building for the permanent site. The Board has a good relationship with the cathedral community and believes there may be opportunities to partner.

Hasler suggested an additional option – the MCC Damon Campus - given the location and size (MCC occupied 3 floors within the building). Colon will approach the MCC Board where she holds a Board seat.

Health and Wellness Committee Report: Mary Beth Robinson, Christine Boev

Christine Boev reported that the Committee met on September 11, 2013 and outlined their priorities which included a review of the school lunch program and its nutritional value, a garden planted around the school yard and the addition of Lacrosse to the sports program.

Hasler will forward information regarding the school food service program which is in compliance with State regulations. The Committee suggested that the school staff look into planting a garden around the outside of the building. Principal Gkourlias expressed her interest and stated that she could build healthy eating, fitness and nutrition into the curriculum. Laura Rebell Gross stated that there are several individuals interested in supporting the school.

Suggestions were made to hold clinics and/or an after school program for interested students and provide the opportunity to learn to play Lacrosse. Volunteers and resources are available.

Principal Gkourlias added that 2 youth counselors from IBERO are working with the students at no cost to the school. The PASEOS Program provides an avenue for the girls to have candid and open conversations on the issues that they face every day and receive the guidance to make intelligent, healthy and conscious decisions about their lives and future. PASEOS concentrates on working with teens in the prevention of unwanted pregnancies and physical aggression against women. Principal suggested that the counselors join the Health and Wellness Committee.

The date (May 9, 2014) for the Mother/Daughter Health and Wellness Night was announced. The Committee would like to ask Cyndi Weis from Breathe to host the

event and be the keynote speaker. Living healthy lives highlighting fitness are topics for the evening, yoga fashion clothes will be modeled and activities for the younger children planned. Rebell Gross is available to assist with the planning and meeting with Cyndi Weis.

The next Committee meeting will be held on November 6, 2013, 6:00 pm. at Twelve Corners Pediatrics, 1815 South Clinton Avenue, Suite 310.

YWCP Foundation Report: Cynthia Woolbright

The Foundation Board met on September 19, 2013 to discuss committee structure, annual fund, partnerships and events. Aligned with this change and separation from the YWCP Board of Trustees, members of the Development Committee may choose to join the Foundation Board. Development Committee is dissolved. The Foundation Board is expanding under the leadership of Woolbright. The Foundation's by-laws are developed and pending review from a legal opinion by Duthiers. Chris Simmons was elected treasurer of the Foundation.

Foundation Endowment

Woolbright stated that when seeking donors it is important to have an endowment in place. A plan is in place to begin to build an endowment. Through the Respect Institute, 100 women will be identified to join in fundraising; in turn they will each identify 9 women to commit to giving \$100 each for the next three years. This will create an annual cash flow to build the endowment. All funds will be directed to support the five program areas. A strategic plan is being developed. Simmons is taking the lead in creating the endowment and investing funds.

Foundation President: Laura Rebell Gross

Over 100 people applied for the position of Foundation president. Following an extensive interview process, 2 potential candidates have been asked to return to a final (performance-based) interview conducted by a select interviewing committee. Each candidate will lead a leadership activity with a group of students, present a strategic plan and respond to an unpleasant email from a donor. The goal is to have the new President in place by November 1st with a training and transition period through December 2013.

Annual Leadership Breakfast: December 3, 2013

Kenneth Greene, CEO Bruegger's Bagel Bakeries and the new Brioche Doire at the Rochester Airport agreed to donate all of the food and beverage for the breakfast saving the Foundation \$8,000.

The goal of the breakfast is to raise \$100,000 this year to fund the school's college readiness program. M&T (\$10K), Peter J Solomon Company (\$5K) and Monroe Muffler (\$2K) have committed to sponsor the breakfast. Type J Productions are hired as event planners and Karen Pasquerella and Elizabeth Murray will chair the event.

YWCP Network Event

This event will be held in New York City. Rebell Gross will travel with 2 Rochester YWCP staff members and participate in the festivities.

Principal's Report: Jennifer Gkourlias

Charter Renewal

Gkourlias reported that she spoke with Brook Stafford Brizard about the renewal and compliance report. She stated that SED has scheduled a site visit for 10/24/13. Stafford Brizard is reviewing the original charter proposal and the school's implementation of programs in order to establish a framework to confirm and monitor the key program areas and data points listed.

She asked Board members for any feedback or questions on the financial, organizational and academic goals which are due November 1, 2013.

Data Tracking

The school established a data tracking system and produces biweekly reports utilizing a dashboard to record and monitor student enrollment, demographics, academic scores, student performance and progress. Read 180 is used to track performance in reading but students outnumber licenses. aimsweb provides academic assessments in math providing real-time data. A highly trained data tracker has been hired to support the school administration and teachers, set strategic goals with staff and be on the ground to help monitor student progress over time.

Staff training in aimsweb is complete.

Woolbright asked when the dashboard providing all of the facts and figures about the school would be finalized. She felt that this information is important to attract and

secure future donors. Principal Gkourlias agreed to develop a spreadsheet for the next board meeting highlighting the current status of the school.

Partnerships

- On October 17th and 18th, Delta Laboratories has partnered with the school and is conducting water analysis studies and experiments with a group of students at Mendon Ponds Park – as an environmental science lesson.
- A Center for Youth's counselor works with the teachers and the student body on cyber bullying, restorative initiatives, etc.
- Parental support in developing a campaign to combat cyber bullying, bullying is being planned. Palmer plans to reach out to Jenny Schaff who recently was involved in a bullying workshop at MCC.
- Mentoring Program: YWCP teachers are teaming up and sharing best practices with Math teachers from the Webster School District. Teachers travel to each location.
- United Way of Rochester (Women At Work) a partnership that has increased visibility of YWCP within the community

Sports and Clubs

The school plans to offer basketball in the winter and softball in the spring. A meeting was held with a Section V representative to discuss the sports program.

A decision to hold various club meetings during the school day has saved the school dollars. A swim club at the Y is established and individuals have volunteered to coach a Step Team.

New Teacher Evaluation

Principal Gkourlias provided an update on the State's new reporting requirements in reference to teacher evaluations. The State's formula for teacher effectiveness that charter schools must use when reporting is as follows: 40% NYS Assessment measures, 60% local performance measures. All YWCP teachers are given a final performance rating which is reported on a NYS database for teacher accountability. The school is aligning these requirements with the Charlotte Danielson's Framework for Professional Teaching Practice. Changes were communicated to teachers and revisions were made in the teacher handbook.

School Operations: Barbara Hasler

Certificate of Occupancy

On September 16, 2013, a meeting was held with the City of Rochester's zoning board and as a result the school's COO local application was approved for the next 3 years. Plans are underway to make the building handicap compliant as required by SED regulations.

A meeting was held with the landlord and architects at which plans were presented for renovations to build ramps, repair bathrooms, windows, doors, etc. Updated plans were also presented to the State Education Department. The goal is to have all renovations complete by the end of the year. Discussions continue with the landlord regarding the payment of the extensive renovations. It is expected that the cost may be shared or picked up exclusively by the landlord and the cathedral community.

The AQ Neighborhood Association is requesting a representative of the school to attend the 11/6 meeting. Association members have questions regarding scale up and the projected student enrollment in the current facility at Flower City.

Audit

The auditors began their work on September 9, 2013. The audit is expected to be finalized the end of October. Despite challenges with paper trails, the audit is moving forward smoothly. A process to address gaps and new systems in place prevents future issues. The auditors may write a letter regarding the lack of controls from the past year. Vossler stated that she is confident that all financial transactions are now well-documented and there is a routine and process in place.

Facility Update

The YWCP sign for the front lawn will be installed within the next week.

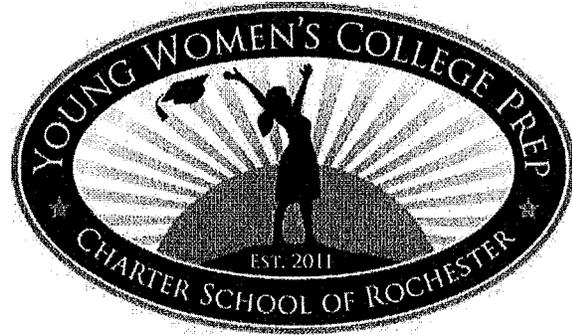
Meeting Adjourned

Action: Flor Colon motioned to adjourn the meeting of October 4, 2013. Christine Boev seconded the motion. All approved. The meeting ended at 9:37 a.m.

Approved: 12/6/13

YWCP Board of Trustees Meeting Minutes

Date: November 1, 2013
Time: 8:00 a.m.
Location: YWCP, 311 Flower City Park



Present: *Duffy Palmer (Chair), Flor Colon, Erika Duthiers, Sean Miller, Laura Rebell Gross, Mary Beth Robinson, Jennie Schaff, K. Brooke Stafford Brizard, Jenny Vossler*

Absent: *Christine Boev, Howie Jacobson, Natasha Williams, Cynthia Woolbright*

School Administration Present: *Jennifer Gkourlias, Barbara Hasler*

Newly Appointed President of the YWCP Foundation: LaShunda Leslie-Smith

I. Call to Order:

Duffy Palmer, Chair called the meeting to order at 8:05 a.m.

II. Roll Call:

Jennie Schaff, Secretary called the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board:

Schaff reported that the Board did not receive any communications.

IV. Public speakers:

Schaff called for speakers to address the Board. There were no speakers registered.

V. Approval of the October 4, 2013 Minutes: *Duffy Palmer*

Mary Beth Robinson motioned to accept and approve the October 4, 2013 minutes. Laura Rebell Gross seconded the motion. All were in favor. Motion carried.

VI. Executive Report: *Duffy Palmer, Laura Rebell Gross, Vice Chair*

Palmer stated he met with other committee chairs on several items included on the agenda today. He turned the floor over to Laura Rebell Gross.

Board Nominations

She confirmed that Adele Bovard (Superintendent of Webster School District) expressed an interest to join the YWCP Board of Trustees. Bovard's educational knowledge and experience adds to the Board's list of exceptional skills and talents necessary to govern the school.

Rebell Gross asked for guidance regarding the nomination process. She questioned whether the Board could approve this nomination prior to the YWCP's annual leadership breakfast (December 3). The Board agreed to move forward with the Bovard's nomination. Schaff proceeded to review the legal language for nomination and approval.

Following the report, a new item was added to the Agenda by the Board Chair.

VII. Agenda item: Voting of New Board Members

A motion was made to add Adele Bovard as a YWCP Board Member

Motion made by: Jennie Schaff, YWCP Board Secretary as stated:

The Young Women's College Prep Board of Trustees voted to select Adele Bovard as the final candidate to its Board, with a term expiring on November 1 2016, pending approval by SED. The resolution approving Adele Bovard, is formally adopted upon SED's approval.

Motion second by Mary Beth Robinson. All in favor, Motion carried.

At this time the agenda was amended to move the Curriculum and Evaluation report from K. Brooke Stafford Brizard to follow Agenda Item VII.

VIII. Curriculum and Evaluation Report: K. Brooke Stafford Brizard, Jennie Schaff

Brook Stafford Brizard stated that she is working with Principal Gkourlias and a full report regarding the charter audit is scheduled for the next meeting (December 6). They are reviewing the charter proposal line by line identifying the commitments made within the SED approved charter. Gaps identified and recommendations to address will be a part of the report. Erika Duthiers stated that last year the Governance Committee created a checklist regarding the compliance issues that she will share with the Committee.

Palmer expressed his appreciation for this important work. He stated that in a previous role at the State level, many charter schools failed to be renewed due to the lack of attention to the commitments made within an approved charter.

IX. Finance Committee Report: *Jenny Vossler, Treasurer*

Financial Statements for FY13

Jenny Vossler stated that The Finance Committee met on October 24th to review the Financial Statements for FY13. Bonadio & Co., the school auditors, presented the Statements as well as an Agreed Upon Procedures Report required for the CSP Grant. The audited Financial Statements and the Agreed Upon Procedures Report were approved by the Committee for submission to SED on November 1, 2013. A copy of these Financials Report were provided to the Board. The School's net asset position improved in FY13 with the change in net assets being better than expected in the Budget by about \$40k. The audit was finalized and submitted to the State (include the Foundation and school consolidated statements) on November 1, 2013. She reported that there were some challenges regarding internal controls pre-Director of Operations (Barbara Hasler). Several control recommendations were noted in the Report on Internal Controls and the Management Recommendation Letter. The Director was able to demonstrate to the auditors that the control systems are in place. Sign-off procedures, actual documentation and timely reconciliation of general ledger accounts are now in place.

In addition, we have contracted with a different accounting firm that has a lot of experience in working with public schools and charters to assist the Director of Operations in ensuring that our books and records are accurate and that we are meeting the requirements of our Charter. A copy of the Management Recommendation Letter has also been provided to the Board.

The Financial Statements for the period from July 1, 2013 – September 30, 2013 were also reviewed by the Finance Committee and have been provided to the Board. There are some adjustments required which will be made by our accountants prior to submission to SED on November 15, 2013.

Cash position is solid at \$400K as of October 28, 2013. RCSD funding of \$350k should be received on November 1.

Vossler reported that YWCP is on track to meet its budgeted increase in net assets with the following risks:

- Costs to meet SED Certificate of Occupancy requirements
- Other facility costs not anticipated (security, utilities, repairs)
- Technology support costs – assumed FTE could meet needs
- Foundation funding of general operations of \$60K
- CSP and IDEA Grant funding

The Finance Committee approved and prepared the Foundation's Financial Statements for the last school year. Given the transition, the Foundation Board will need to set up its own internal controls and budget.

Administrator of the 403b Plan

Vossler stated that she took on the position of Plan Administrator/Trustee. She stated that the Director of Operations should hold this title and assume the responsibilities for this official position. The Finance Committee will review fund selections on an annual basis.

Vossler motioned to appoint Barbara Hasler (Director of Operations) as the Administrator of the 403b Plan (Nationwide). Flor Colon seconded the motion. All were in favor. Motion carried.

X. Audit Committee Report: *Sean Miller*

XI. Governance Committee Report: *Erika Duthiers*

Policy Development

Erika Duthiers stated that the Committee met on October 28, 2013. The Committee discussed and agreed on a number of policies that the Board has asked the committee to develop. Members of the Committee committed to creating and advancing the following policies: Employee Compensations and Benefits Policy, Risk Management, Policy for Employment, Procurement Practices, Parent Engagement Policy, Grant Policy and Personnel Evaluation.

Charter Compliance

The Committee is recommending that YWCP use an established worksheet to ensure that all of the compliance obligations listed in the charter are met by the school. She stated this is important to use as a reference guide for day-to-day operations. The

Committee included, but not limited to, obligations pursuant to YWCP charter, the SED requirements, 990 requirements and end of the fiscal year requirements. Duthiers and Stafford Brizard will touch base off line so that there is no duplication of effort in completing the charter's audit.

XII. Real Estate Report: *Flor Colon*

Acquisition of Future School Site

Flor Colon stated a meeting was held with attorneys to discuss options for financing a school building to house the expansion of grade levels and enrollment. Jenny Vossler and Duffy Palmer attended this meeting. They learned that a trend is taking hold whereby charter schools are using public bond funding to purchase, renovate and build-out a school space. This action occurred after the charter was renewed and investors were confident they were making a good investment. She stated that she is concerned with the timeframe, the recruit of interested investors, money to cover the debt service, selection of architects and the acquisition of a space. She stated that even if the Board was ready the day after the charter renewal, finding a building and renovating the space would take at least 2 years. Colon stated that some charter schools received a verbal confirmation of renewal and it takes at least 3 months to receive the official approval.

Plans to acquire a building need to be in place to carry YWCP through the renewal process. She asked for the specifications needed to guide the search for a new school building: classroom requirements, enrollment projections and number of sections for each grade level. Important to have this information in order to find a permanent school site that will meet all requirements.

The Committee needs to discuss all options and consider next steps with the Board. It was reported that the school could occupy the present school site (Flower City) for an extended period of time. Ongoing discussions will take place and a plan put in place to be prepared for the expansion to a new site. We need to discuss options for renting another location to accommodate certain grade level, possible investors, financing a long term bank loan, the ability to handle an annual interest and principal payments on a debt incurred by purchasing a permanent school site.

XIII. Curriculum and Evaluation Report: *Jennie Schaff, K. Brooke Stafford-Brizard*
Report moved to the beginning of the meeting (VIII)

XIV. Health and Wellness Committee Report: *Mary Beth Robinson, Christine Boev*

YWCP Lunch Program

Mary Beth Robinson reported that the Committee is conducting an evaluation of the school's lunch program. A City School District Representative is invited to attend the November 6th Committee meeting. She expressed that after eating lunch at the school, there are numerous concerns about the lunch program and the nutritional value of the food served. The Committee is interested in other options and plans to explore any suggestions made to provide the students with a healthy meal plan.

XV. YWCP Foundation Report: *Cynthia Woolbright*

Introduction of New Foundation President

Rebell Gross introduced the newly appointed President of the Foundation, Ms. LaShunda Leslie-Smith. Her term begins on November 1, 2013. Leslie-Smith spoke briefly about her background and experience. She stated that she has been following YWCP and is excited to begin her work with the Foundation.

She stated that LaShunda is starting a transition period today that will last over the next several weeks. Leslie-Smith will meet with key donors, get to know the students and faculty, and visit the YWCP network office in New York City. She will need to become familiar with the budget and school programs.

A welcome reception for LaShunda is planned for Thursday, November 21st from 8-9am at the AAUW house. Invitees include all board members (school, foundation, and advisory boards). In addition, a donor stewardship letter introducing Leslie-Smith was sent as a start to the public relations effort to introduce her to the community.

Foundation Board

She also reported that Cynthia Woolbright is meeting with the members of the Development Committee discussing the transition to the Foundation Board. Chris Simmons agreed to join the Foundation Board as Treasurer. The budget is being finalized and the by-laws are in development.

YWCP's 3rd Annual Leadership Breakfast

Rebell Gross reported that 700 invitations to the breakfast were mailed out today and 24 tables have already been purchased. Ten more tables have been added including five tables for parents and alumni given the college theme. The interviews of the 2013

YWCP Leadership Honorees and the video productions are underway. Students had an exciting time meeting the honorees. It was suggested to contact Lovely Warren and put the breakfast on her calendar.

Grant Updates (Report Submitted)

- Rebell Gross, Lauri Bonnell and Leslie Smith attended the Women's Foundation of Genesee Valley luncheon this week to accept the \$5,000 grant for "Cool Women/Hot Jobs".
- A grant request in the about of \$700 was submitted a \$700 to Target for a field trip for 7th graders to RIT. Awards will be announced in December.
- Received the okay from the RACF to re-direct our \$7,500 from Summer Bridge to the Respect Institute.
- Recently received \$2,500 from Burt August.

Education Conference

Rebell Gross informed the Board that she and Jennifer Gkourlias will attend a conference on sharing instructional best practices with principals and teachers.

XVI. Principal's Report: *Jennifer Gkourlias*

Principal Gkourlias presented a new Attendance Policy for the Board's consideration. The goal is to increase daily attendance and reduce tardiness. She noted that last year the school's attendance rate was over 90% but there are many cases where students are chronically absent without notification. With a student waiting list, she stated that she wants to ensure that the students realize the importance of attending school and if not, another young lady should be given the opportunity to attend YWCP.

She stated that the early identification of attendance issues and effective methods to address them with families will increase attendance. Implementation requires support from the entire school community, especially families. The plan is to document why students are chronically absent and develop strategies to improve attendance, address problems such as mental health and child care issues and work with families keeping the lines of communication open between home and school. The lack of parental supervision and transportation are also issues impacting student attendance. She reported that recently, students have left the school due to transportation provided by RTS, which parent consider a safety issue. It takes several weeks to work with the District to acquire transportation on yellow buses.

Gkourlias provided highlights of the steps that will be taken if a student has 5, 10 total or combination of 15 excused and unexcused absences, 20 excused and unexcused and 25 total absences. School staff will be responsible for calling parents, sending

communications, holding face-to-face conferences with parent/guardian and for extreme cases of chronic absenteeism, Child Protective Services will be notified. A parent/guardian will be required to sign documentation of notification of school attendance policy. All contacts or attempted contacts including failure to sign paperwork or meet will be logged. She stated that the Dean of Students was responsible for developing the Policy with support and review. The Policy was also shared with Adele Bovard. Gkourlias asked the Board to consider the Policy and looks forward to responding to any questions or concerns prior to final adoption.

Career and College Readiness

Gkourlias stated that she was a panelist for best practice models at the community-wide event – ROC The Future Summit. Panelist represented the MCC, Rochester City School District, other charter schools. The conference brought universities, charter and public schools together in an effort to work together to increase graduation rates. The group is looking at national efforts with other urban centers (Milwaukee, St. Louis). YWCP was touted as the best charter for common core assessments.

Gkourlias is working with grantors to secure grants for college visits. A Target Grant will be used for a student visit to RIT. Partnership established with RIT for the spring Dream Green visit to the Center for Sustainability.

Increase of Math and English Targets

Gkourlias reported that targets for math and English have been set consistent with alignment with the new standards. Using aimsweb will target gaps and skills.

English: from 9% in Spring 2013 to 16% (Spring 2014)

Math: from 4% in Spring 2013 to 16% (Spring 2014)

Webster teachers continue to meet and mentor YWCP teachers in strategies to increase math performance.

Reading Project: Read 180 Implementation

School wide reading project planned. With a potential grant from Daisy Algarin, the school will read "When I Was Puerto Rican" author Esmeralda Santiago. In addition 8th grade students will participate in a writing project aligned to ELA Regents.

Staffing

Gkourlias reported that there have been several staffing changes due to resignations. With support all classes are covered with skilled teachers and the disruption is minimal.

Partnerships

- The Jr. Achievement Program is joining YWCP in classes for the students. Time is allotted in the computer room.
- The Highland Planning Group addresses pregnancy prevention which is well-received by students. Schedules are being reviewed so that both grade levels could participate

Parent Involvement

Gkourlias was excited to report that the PTO is thriving and there are 20 energetic parents who want to be directly involved in decision-making regarding school programs and policies. They asked whether they could be directly involved with the Board, possibly attending meetings and part of policy development, fundraising, etc. She reported that there is a day for pictures planned on November 19th. Board will discuss ways parents can be involved and review by-laws. The Governance Committee is developing a Parent Engagement Policy. Duthiers will touch base with Principal Gkourlias.

Sports

Approvals from Section 5 to start a basketball and softball team have been received. YWCP will join the Private/Parochial League. Teachers will coach, generous donations have been received for equipment and the Maplewood Y is the designated gym to practice. Forty Five girls are interested in the Step Program.

XVII. School Operations: *Barbara Hasler*

Barbara Hasler reported that a meeting was held with Shannon Davis and the cathedral's finance committee regarding the lease, overview of the school programs, renovations and costs to meet SED Certificate of Occupancy requirements. There was no response at the meeting but the finance director followed up and called to set up a meeting with Hasler and Board Members. Hasler stated that she would recommend that the cathedral go through the bidding and purchasing process since it owns the facility. The plan is to continue to request financial support as well.

XVIII. Old Business - No old business

XIX. New Business - No new business

XX. Meeting Adjourned:

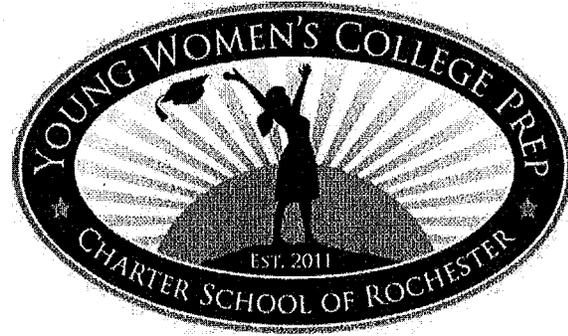
Mary Beth Robinson motioned to adjourn the meeting of November 1, 2013. Flor Colon seconded the motion. All in favor. The meeting ended at 9:40 a.m.

Next Meeting 12/6/13

Approved: 1/10/14

YWCP Board of Trustees Meeting Minutes

Date: December 6, 2013
Time: 8:00 a.m.
Location: YWCP, 311 Flower City Park



Present: *Duffy Palmer (Chair), Adele Bovard, Flor Colon, Howie Jacobson, Sean Miller, Laura Rebell Gross, Mary Beth Robinson, Jenny Vossler, Natasha Williams*

Absent: *Erika Duthiers, Jennie Schaff, K. Brooke Stafford Brizard, Christine Boev, Cynthia Woolbright*

School Administration Present: *Jennifer Gkourlias, Barbara Hasler*

President of the YWCP Foundation: *LaShunda Leslie-Smith*

I. Call to Order:

Duffy Palmer, Chair called the meeting to order at 8:05 a.m.

II. Roll Call:

Barbara Jarzyniecki (Volunteer) called the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board:

Palmer reported that the Board did not receive any communications.

IV. Public speakers:

Palmer called for speakers to address the Board. There were no speakers registered.

V. Approval of the November 1, 2013 Minutes: Duffy Palmer

Mary Beth Robinson motioned to accept and approve the November 1, 2013 minutes. Sean Miller seconded the motion. Jenny Vossler advanced an amendment to the Finance Committee Report from 11/1 revising the following statement:

There are some adjustments required which will be made by our accountants prior to submission to SED on November 15, 2013.

Amendment to the minutes to include a revised statement:

New: The Finance Committee submitted the Financial Statements to the Board of Trustees following required adjustments. Financial Statements were submitted to SED on November 1, 2013.

Minutes stand corrected.

All were in favor. Motion carried unanimously.

VI. Executive Report: *Duffy Palmer, Laura Rebell Gross, Vice Chair*

Palmer announced that Christine Boev submitted a letter of resignation to the Board. Boev decided to join the Foundation Board but will still participate as a member of the Health and Wellness Committee.

Palmer brought the Attendance Policy back to the table for a vote. He stated that Principal Gkourlias presented the Policy at the November 1, 2013 Board meeting. She asked for input from the Board and the plan was to vote to approve the Policy at this meeting. Palmer called for a motion.

Flor Colon motioned to approve the Attendance Policy. Sean Miller seconded the motion. There was no discussion. All were in favor and the motion carried unanimously. The Attendance Policy was adopted as written and presented.

VII. Finance Committee Report: *Jenny Vossler, Treasurer*

Vossler stated that the Finance Committee did not hold a meeting since the 11/1 Board Meeting. The Committee plans to review the December quarterly financials and submit a report to the Board. She is reviewing the bank records and account statements and stated that the school's cash position is still strong (\$500,000). She stated that the school spent the CSP funds accordingly and aligned with grant. Vossler stated that the Finance Committee plans to review the 5 year plan from a budget standpoint, update the previous plan and align with requirements detailed within the SUNY's (SED) Fiscal Operations resource guide book. After a review of the document, Vossler and the Committee will address several items including policies that need to be developed. She would consult with Bonadio & Co for support.

Vossler announced that the Maxine Davis Foundation plans to donate \$10,000 to the school.

Colon requested a list of the individuals that attended the Leadership Breakfast so that the Board could reconnect with those willing to give to the school.

VIII. Audit Committee Report: *Sean Miller*

No report at this time.

IX. Governance Committee Report: *Erika Duthiers*

No report at this time.

X. Real Estate Report: *Flor Colon*

Colon reported that Principal Gkourlias recently had a conversation with Daisy Algarin, Economic Development Specialist (City of Rochester) regarding sites and space for YWCP within the City available for rent. Ms. Algarin is involved with business and housing development for the City. Colon is scheduled to meet with Ms. Algarin on December 10, 2013 to discuss real estate

options. She remarked that Ms. Algarin attended the breakfast and was grateful for the invitation and impressed with the program and school.

XI. Curriculum and Evaluation Report: *Jennie Schaff, K. Brooke Stafford-Brizard*

Palmer provided an update for Schaff and Stafford-Brizard. He stated that Stafford-Brizard spent time with Barbara Hasler (Director of Operations) on Tuesday reviewing extensive details regarding the response to SUNY as it relates to the approved Charter application. They went through the Charter line by line and documented progress. The plan is to continue the preparation of the comprehensive report interviewing the Principal and Rebell Gross.

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

Mary Beth Robinson stated that the Committee met on 11/6. The Committee is focusing on the School Lunch Program. They met with Alex Toepel, Dietician for Aramark Corp, and the RCSD food provider. She stated that RCSD prepares the food, premade and individually wrapped and sent to the school which they stated adheres to the National School Lunch Guidelines. Members of the Committee are concerned with the current program; students (and adults) find it unacceptable with few choices, too few fruits and vegetables. Robinson stated that the Committee plans to visit other charter schools, meet with RCSD regarding the Hybrid Kitchen, develop a proposal and list a number of options for a new School Lunch Program. Robinson listed a few options they may consider:

- Hybrid Kitchen
- Hire food preparers at the school site
- Contract with food providers such as Sarkis
- Connect with Food Links, Cornell Cooperative, and Wegmans for more information and possible support in menu planning, lesson plans in proper nutrition, etc.

Robinson stated that they are learning more about the school meal program and State regulations by reviewing the manual provided. The Committee is working toward developing the proposal to implement a new school lunch program by next year.

Howie Jacobson offered his assistance with connecting with Wegmans.

Adele Bovard agreed and stated that the guidelines have changed and all schools are required to participate and expressed her displeasure with the regulatory requirements.

XIII. YWCP Foundation Report: *Cynthia Woolbright (LaShaunda Leslie -Smith reporting)*

LaShaunda Leslie-Smith stated that the Breakfast was a success, the audience was impressed with the students and program and contributions from the event are being calculated. It was reported that the Foundation is very close to reaching the goal of \$100,000 for the College Readiness Program. Leslie-Smith informed the Board that the office is in the process of sending an email blast to all breakfast attendees with a thank you and a push to give which is extended to the end of the year.

Rebell-Gross also commented on the success of the Breakfast. She asked the Board for suggestions to improve the event for next year. She believes the Foundation could do a better job of fundraising. The following suggestions were made by Board Members (not in any order of importance and listing all comments from Board members):

- 1) Foundation Board should identify the purpose and desired outcome of the Breakfast – “what are we trying to accomplish”
- 2) Market and promote the Leadership Circle
- 3) Market YWCP and the school’s programs and accomplishments to influencers throughout the City
- 4) Add more tables and increase the cost per table and seat
- 5) Develop a plan to solicit and increase the number of ads
- 6) Communicate with attendees throughout the year with school updates, accomplishments, and investments (where money was invested supporting the school program) and possibly consider developing an annual report for donors
- 7) Mark tables with a number, put less items on the tables, plan for lower displays, provide time and be more specific on and during the program for attendees to eat breakfast
- 8) Bring the students and parents upfront of the room so that they are visible to the audience
- 9) Ensure that the statistics outlined within the scripts are consistent and plan for a better way to display (video)
- 10) Consider the location (although most of the Board members felt that the Temple is a prime location to host the event)
- 11) Communicate with the Brighton Police to support by directing traffic, if using the same location
- 12) Provide a list of attendees, names of the individuals who purchased a table, so that the Board could follow-up with their colleagues, etc.
- 13) Provide a list of the *new* individuals who bought tables and attended
- 14) Develop a “fact sheet” for the Board and Foundation Board to disseminate in an effort to market the school, solicit donors and participates for Foundation events
- 15) Secure additional support to the Foundation office during event planning and execution
- 16) Plan the student interviews with honorees during the summer months. This will ensure that the student’s instructional program during the school year is not disrupted.

Palmer commended the work of Lauri Bonnell and the planning and delivery of the successful execution of the event by Type J Productions.

Leslie-Smith stated that a thank-you phone call is scheduled to all donors who contributed \$100.00 or more. Jacobson stated that it is impressive when the members of the Board of Trustees and the Foundation Board personally make the calls to donors.

During this discussion, members stated that there are community members interested in joining the Board. Leslie-Smith reported that Rebecca Johnston would consider being a member of the Leadership Circle. Lorraine Winn Braveman is also interested in joining the Board and help with counseling services through Genesee Health Services.

Leslie-Smith reported that Mayor-elect Lovely Warren will keynote the Cool Women/Hot Jobs Event on January 16, 2014. A schedule of activities will be sent to the Board of Trustees.

A report from the Foundation was received. Highlights include: a trip to NYC to tour schools and attend a College Discovery Day workshop for 9th graders, report from the Foundation Board meeting on 11/21/13, calendar items and recent grants listed below.

Foundation Board Meeting Notes

- Established regular meeting time - the 3rd Thursday of each month
- Develop the Board Characteristics to identify gaps regarding membership
- Reviewed Bylaws
- Establishing a budget and account tracking system.

Calendar Items

- January 16, 2014 YWCP 2nd Cool Women/Hot Jobs (details to follow)
- May 9, 2014 Mother/Daughter Health and Wellness Night

Recent Grants

- Women's Foundation of Genesee Valley for Cool Women, Hot Jobs and Brag Day (\$5,000)
- Wegmans breakfast sponsorship (\$2,500 and \$500 gift card)
- Rochester Women's Giving Circle for PIRI (\$20,000)
- RACF revision grant for Respect Institute (\$7,500)
- Target, RIT Field Trip (\$700)

XIV. **Principal's Report: Jennifer Gkourlias**

Principal Gkourlias introduced a variety of different ways that the school plans to work with volunteers and community partners such as college counseling, management, and parent engagement.

Career and College Readiness

Gkourlias reported on several partnerships to support the college readiness program.

- University students from SUNY Geneseo are meeting with the 7th and 8th grade students highlighting the college experience, how to plan, financial aid, etc.
- University students volunteering to support the Saturday program
- Meetings with RIT math professors to create a pipeline of math and science teachers from the campus who will volunteer to work with YWCP teachers and staff
- Grant writing project with AAUW focused on STEM and solving real-world problems.

Math 180

Gkourlias stated that the school's plan of action to increase academic achievement in Math is to use a model based on the Read 180 program. Using Khan Academy online work stations, 8th grade students receive targeted instruction immediately following pretest results and AIS reviews. There is also a plan to increase the students' interest and engagement in computer

science using new software to close the achievement gap – Second Avenue Software. YWCP plans to become a Pilot Site.

In addition, an YWCP Math Team will visit the Rush Henrietta Central Schools to observe AIS practices and instructional strategies in early January.

Read 180 Program

Gkourlias reported the results over a two month period. She stated that all of the girls performed well and increased their scores in reading by a half of a grade level.

Restorative School Practices

Gkourlias informed the Board that a grant of \$1,000 was received to provide teacher training in peace circle practices as a result of the YWCP/PIRI partnership and PIRI redirected to YWCP a Foundation Grant to support the advisory and restorative initiative in the amount of \$21,000.

She stated that the school continues to work with IBERO counseling students and individuals have expressed an interest in joining the YWCP Board. Both Palmer and Robinson stated that they would prefer that they join the Health and Wellness Committee and take on a project, work with the Committee Chair and then be considered.

Staffing

Gkourlias shared with the Board that it was decided not to post the ELA position and keep the long term substitute in place until June. She is very pleased with the level of teaching and rigor. She also stated that she is seeking a retired math teacher to work with the 8th grade Math Team on intervention and AIS.

Parent Engagement

A meeting was held on December 11 with the Advisory Council. Gkourlias would like clear direction on how the Council could have input in Board decision-making. The Advisory Council meets monthly with school leadership to provide input on policy development, design and operations of the school. Dr. Sonia James-Wilson has offered to assist with the development of bylaws, roles/responsibilities and offer direction for the PTO and school in terms of family engagement.

Sports

Girls modified basketball team played Mercy and AQ. Gkourlias stated that the girls played together as a team, their peers and parents were there to support them and she was proud to be their principal. She stated that she would send a schedule to the Board. The girls practice at the Kodak auditorium.

Other:

YWCP's students are featured on Homework Hotline on December 5, 12 and January 9, 16, and 23. Students will present their book reviews. To access www.homeworkhotline.org/ela.

Gkourlias stated that YWCP will join YWLN (New York City) on a trip to Washington DC in May. Fundraising efforts are underway and the school would like to send students who are interested. Discussions took place regarding the fundraising effort and whether it should be connected with the Foundation by holding the funds in an account or whether a separate account be set-up as a school activity fund which requires several regulations (as listed in the SUNY Fiscal Operations resource guide book). Board members stated that interested students should put forth a good effort in fundraising as part of their responsibility. Rebell Gross suggested writing a grant to support the trip if fundraising efforts fall short.

XV. School Operations: *Barbara Hasler*

Barbara Hasler stated that she has yet to receive any information from the Cathedral Community regarding proposal to support the school in meeting the SED Certificate of Occupancy requirements. She informed the Board that the State would not accept a partial proposal in stages for ADA compliance. Colon stated that she invited a member of the Cathedral Community (Carol) to attend the Leadership Breakfast to sit at her table who was very impressed with the school and program.

Hasler reported that she is focusing on the preparation of the final report identifying expenditures for the CSP grant issued the past year. It is taking some time to track. She believes with the systems now in place, this task should be seamless.

XVI. Old Business. No old business.

XVII. New Business.

Palmer brought up the recent communications regarding the City Newspaper article featuring an interview with Bolgen Vargas, Superintendent of the Rochester City School District. He referred to the recent email from Brooke Stafford-Brizard. The discussion focused on whether the Board (or a Coalition of Charter School Boards) responds in a letter to the editor disputing some of the statements made regarding charter schools. Board agreed that the article really centered on the lack of leadership at the District and its ineptness to solve problems.

Jacobson expressed his displeasure with the District and the lack of control and accountability and the fact that the bashing of charter schools continues within the community. He knows that charter schools are on the path of improvement and felt it was important to respond in a positive way highlighting solutions and creative strategies for change. He also talked about the success of the Hillside Work-Scholarship Program, its promising graduation rate and percent of students entering a 4 year college. He stated that the Program is recognized by communities outside of Rochester as an exemplary program supporting urban youth.

Vossler reminded the Board that the District controls services and funds to charter schools. Robinson suggested we enlist the New York Charter School Association to clear up any misunderstanding for the community regarding charter schools. She asked whether there is a Rochester coalition of charter schools. Palmer responded the group was not formalized. The Northeast Charter School Network may be an organization the Board could approach but there is a per pupil cost to join.

Palmer stated he would follow-through and contact a representative from the Northeast Charter School Network to get their thoughts on whether or not we should respond to the article. He noted that he felt that the Board is in agreement that a letter should not be sent from our Board exclusively.

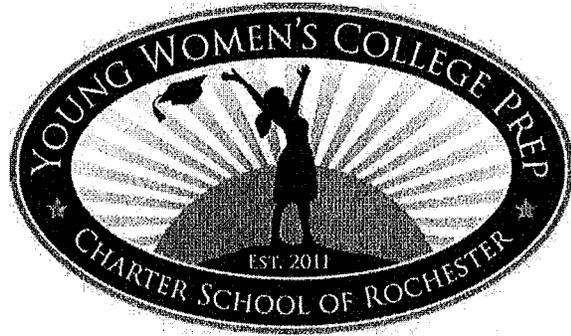
XVIII. Meeting Adjourned:

Palmer stated that due to the holiday the next meeting is scheduled for January 10, 2014. He informed the Board that he will be away and Vice Chair Rebell Gross will chair the meeting. Mary Beth Robinson motioned to adjourn the meeting of December 6, 2013. Flor Colon seconded the motion. All were in favor. The meeting ended at 9:40 am.

Approved: 2/7/14

YWCP Board of Trustees Meeting Minutes

Date: January 10, 2014
Time: 8:00 a.m.
Location: YWCP, 311 Flower City Park



Board of Trustees Present: *Adele Bovard (via conference line), Flor Colon (via conference line), Erika Duthiers (via conference line), Sean Miller, Laura Rebell Gross, Mary Beth Robinson, Jenny Vossler, Natasha Williams,*

Absent: *Duffy Palmer (Chair), Howie Jacobson, Jennie Schaff, K. Brooke Stafford Brizard*

Chair, Foundation Board: Cynthia Woolbright

School Administration Present: *Jennifer Gkourlias, Barbara Hasler*

President of the YWCP Foundation: *LaShunda Leslie-Smith*

I. Call to Order:

Vice Chair Laura Rebell Gross called the meeting to order at 8:05 a.m.

II. Roll Call:

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

III. Communications to the Board:

The Board did not receive any communications.

IV. Public speakers:

There were no speakers present to address the Board. There were no speakers registered.

V. Approval of the December 6, 2013 Minutes: *Rebell Gross*

Mary Beth Robinson motioned to accept and approve the December 6, 2013 minutes. Jenny Vossler seconded the motion. All were in favor. Motion carried unanimously.

VI. Executive Report: *Duffy Palmer, Laura Rebell Gross, Vice Chair*

No Executive Report.

VII. Real Estate Report: *Flor Colon*

Flor Colon stated that members of the Board met with representatives from the Colgate Divinity School on December 20, 2013 to discuss buy and lease options for this school property. After the discussion, it was determined that the best financial option for YWCP is to consider the purchase of this property to house the YWCP permanent school site. This is with the understanding that YWCP is in a renewable

position in 3 years and YWCP negotiate an agreement upfront with the owner securing the right of first refusal. Colon also stated that charters have been successful in securing bonds to purchase property prior to renewal. She stated that YWCP would need the entire building for its permanent location. She provided several steps that need to be taken immediately:

- 1) Review and evaluate the financial situation to consider how much YWCP can afford for debt service
- 2) Consider a capital campaign
- 3) Locate and secure grant money to support the purchase of the building – long term
- 4) Use of development funds
- 5) Combine efforts with the City and State
- 6) Contract with a consulting firm to assist with the management of this facility investment project (strategic planning, preconstruction and construction services)

Colon stated that she has been discussing the project with Joe Burkart (Northeast Preconstruction Ventures) who is well-known for his work with major building construction and renovations (Fairport Central School District and St. John Fisher). She stressed the need for a firm with this expertise to move this project. She reported that there is a proposal on the table to purchase services (strategic planning, preconstruction and construction services) up to \$18,000 and suggested the Board agree and approve the motion to retain this firm. This expenditure is for 6 months, billable hours worked. Colon presented this as a time sensitive issue and expressed the need for a master schedule for build out with a cost analysis. To move forward expeditiously, the plan is to present a proposal with options to purchase the building to the Colgate Divinity Board over the summer with Board approval in April.

Vossler stated that this would require Board approval for the amount of the proposal (\$18,000) because it exceeds the amount (cap) of an expenditure that requires an official Board vote of approval.

At this time, several members are participating via the conference call line. It was confirmed by Erika Duthiers that the open meetings law requires that board members be present when the board is convened and a formal vote is taken; but allows participation by video-conference technology (including Skype) so that both sides see each other. It was suggested that a roll call with confirmation of attendance prior to the next meeting (2/7) happen when a vote is imminent and a quorum necessary to move an agenda item.

Board members agreed to have Colon secure services of Northeast Preconstruction Services for one month in the amount of \$2,500 to begin the project (an allowable expenditure).

Vossler cautioned the Board when making a commitment to purchase before YWCP's charter is renewed. Colon agreed and stated that YWCP would negotiate an option to buy included in a term agreement with the Board of Trustees from the Colgate Divinity School. Colon stated that a multi-year agreement would be acceptable since the Divinity Board needs to secure another location for the programs presently housed in the building. She stated this is not a short term investment and it could take at least 5 years before YWCP is permanently in the new site.

Rebell Gross reported that there is a meeting scheduled with Isobel Goodman (Director of Grants and Programs) of the Max and Marian Farash Foundation. She stated that there is a possibility of writing for and securing a renewable grant for \$250,000 to use as seed money for the new school building. Vossler stated securing this grant would relieve the general operating funds. LaShunda Leslie-Smith was asked to join the meeting. This grant is not due until July 2014, therefore would work with the schedule advanced by Colon regarding the April presentation and work over the summer.

Regarding the grant from the Farash Foundation, Leslie-Smith stated that there are other options for funding through this grant such as furniture, smart boards, technology, lab tables, and kiosks growing out YWCP as a high tech school as previously proposed. These are items that could be transported to a new site. From her understanding, the grant requirements are to support a school facility and its build out.

Barbara Hasler stated that the Cathedral community responded to YWCP's request for support the IDEA compliance costs. A statement directly from the community was presented to the Board:

The finance council is very appreciative of the relationship established with your school and is very supportive of your mission. The council would like to offer YWCP the assistance necessary to ensure that the renovations noted by NYSED are completed in a timely manner. The Cathedral Community would be willing to complete the needed renovations in an agreed upon timeframe with YWCP. However, the Cathedral Community would amend the current lease to include a reimbursement of the total expenses to be reimbursed prior to the end of the current term.

She is arranging a meeting with Carol Wynne from the Cathedral Community to move forward with Board approval. The Board agreed this is the best option giving the school a longer time to pay the expense with more cash in the general operating budget. Vossler stated that the lease agreement must be formally amended and approved by the Board. She advised the Board that upon renewal, this expense is dropped from the lease agreement.

VIII. Finance Committee Report: Jenny Vossler, Treasurer

Jenny Vossler stated that the Committee is meeting on January 30 to review 5 year projections and the financial statements for December which will be presented to the Board in February. Vossler shared a FY14 projection with the Board and compared it to the forecast. She indicated that there is a surplus (\$92,000) which does not include future costs related to the IDEA compliance expense to meet SED requirements. Vossler reviewed variances with the Board: higher and maintaining enrollment than previously budgeted, personnel cost savings, health benefits less than budgeted, savings from moving expenses, textbooks, and other services. She said that dollars were left in the CSP grant that will be used to prepare for the next year's (2015) class enrollment and expansion over the summer. She mentioned \$60,000 for general operations from the Foundation fundraising efforts but was not sure how much would be available. She felt that the budget is being managed extremely well, systems are in place. Vossler stated that her next step would be to talk to Chris Simmons (Treasurer, Foundation Board) to discuss how the cash flow would work and other issues.

With a favorable cash position of \$300,000, she stated that the Board is well within the surplus of 2% of the budgeted amount in accordance to SED guidelines.

She added that she made a transfer of \$25,000 from the disbursement account to the escrow account as required by the Charter for the dissolution fund.

Additional Comments:

Leslie-Smith asked whether the Board or Foundation would consider hiring a grant writer. Hasler stated that Duffy Palmer (Board Chair) and she met with grant writers for building and program development.

Cynthia Woolbright provided information on the Wayne Gretzky Foundation's and the new funding endeavors and opportunities. She stated with new leadership funding has shifted to cities, collaboration of organizing schools, culture and the arts. Funds are available through grants and loans. She recently had a conversation with the City's new Deputy Mayor regarding neighborhood revitalize, the recent report on Rochester's poverty, the work of the Foundation and other opportunities. She felt there may be an opportunity for the Board to work with the City of Rochester.

IX. Audit Committee Report: *Sean Miller*

No report at this time.

X. Governance Committee Report: *Erika Duthiers*

No report at this time. The Governance Committee is meeting on Monday, January 13, 2014. She stated that the Committee is working on several policies and recently met with Principal Gkourlias and Hasler regarding the development of a Parent Engagement Policy.

XI. Curriculum and Evaluation Report: *Jennie Schaff, K. Brooke Stafford-Brizard*

No report at this time.

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

Mary Beth Robinson reported that the Committee met on December 11, 2013. She stated that the Committee is refiguring the membership of the Committee. At this meeting, the Committee welcomed and introduced a new member - Alicia Evans from Metro Council for Teen Potential at Baden St.

School Lunch Program

Robinson stated that the Committee is focused on the school's lunch program and has visited other schools (True North, UPREP) to experience their lunch programs. Member visits to other charter schools (Urban Choice, Genesee Community Charter School, Harley) are also scheduled. More discussions with Wegmans and the RCSD about other options are still on the table. At this time, the Committee feels that the best option would be to contract with Sarkis Caterers. She stated that this organization meets the State's regulatory guidelines for food preparation and nutritional values. A meeting is being scheduled with Hasler, Robinson and Sarkis representatives.

Health and Wellness

The Committee discussed including Yoga, Hair Care, Personal Care, Self Esteem, Nutrition, Meditation and Storytelling as part of a program for next events.

Rebell Gross, Robinson will meet with Cyndi Weis (Breathe Yoga). Weis has taken a strong interest and is totally impressed with the YWCP program. The plan is to sponsor YWCP in an "Off the Mat and Into the World" program featuring healthy eating tips (under the reclaim your diet for 28 days) for students and their mothers. More details to follow after the meeting. The Committee extended its appreciation to Christina Boev who was instrumental in developing this relationship with Weis.

The next meeting of the Health and Wellness Committee is scheduled for 5:30 pm on February 12, 2014.

XIII. YWCP Foundation Board Report: *Cynthia Woolbright, Chair*

Leadership Breakfast

LaShunda Leslie-Smith proudly announced that the Leadership Breakfast did reach its goal of \$100,000 with some contributions still outstanding. Cynthia Woolbright stated that 7 new members were added to the Leadership Circle. This brings the total of Circle members to 35. Vossler felt that the Foundation should recognize more often and extend appreciation to the members of the Leadership Circle. Some who became Circle members have not heard from the Foundation. Leslie-Smith stated that she is reviewing all communications to donors and implementing new systems.

Cool Women/Hot Jobs (January 16, 2014)

Leslie-Smith stated arrangements for the Cool Women/Hot Jobs event are underway. Panelists, individual workshops, talk table sessions are all set with the theme – One Step Closer. Students completed their interest surveys. She stated that Mayor Warren is the keynote speaker (11:00 am.) The Women's Foundation of Genesee Valley grant for \$5,000 covers the cost of the event.

100 Women to 10th Power

Woolbright reported that the new initiative sponsored by the Foundation will be chaired by Angela Taylor Clark and Katherine Thomas. The goal is to recruit 100 women who are willing to recruit 10 women to give \$100 each. This is to target those who want to give, but cannot make larger contributions. The contributions will be put toward the budget and building the endowment. Rebell Gross stated that in addition, the Respect Practice (first to launch this initiative) asked participants to give and commit to one action to support the school.

Leslie Smith shared another way to give to YWCP through the United Way donor designation from March-May. YWCP donor #2589.

School Tours

Woolbright informed the Board that a schedule has been established for regular school tours for friends and funders. The dates are as follows: 2/25/14; 3/18/14; 4/15/14; 5/20/14; 6/10/14. Invitations are sent to members of a specific mailing list of donors and potential donors. The tour will start with an introduction, viewing of the school video, tour and closing with a call to action. All who attend will receive a thank you, follow-up note or phone call. Members of the Foundation Board will be available and an invitation is extended to Board Members to participate in the tours, if available.

Foundation Board

Woolbright reported that the Foundation Board developed, agreed upon and approved Foundation By-Laws at the December meeting. They also set the Committee structure: Governance Committee, Finance Committee, Development and Marketing and Communications Committee. She asked for suggestions for Board and Committee members.

May 9th, 2014 Mother/Daughter Health and Wellness Night

Woolbright explained that this event will be planned as a fundraiser. The Foundation Board has enlisted Type J Productions to coordinate the event.

Gifts and Grants

The Foundation received an anonymous donation of \$20,000 for the Dream Library Project. It also received a check for \$10,000 from the Davison Foundation.

XIV. Principal's Report: *Jennifer Gkourlias*

Student Achievement Goals

Principal Gkourlias set goals for ELA and Math working with Data Teams and consultant Lorena Stabins through Monroe 2 BOCES. A review cycle is in place and teams meet every week to review relevant data on student achievement. This is followed by creating action plans to adjust instruction to address results and findings. She stated that the contract with BOCES is funded at a discount through Title II. Gkourlias is preparing a schedule to visit and talk with successful charters within the region. She did share with the Board that most of the charters who have increased student performance have hired Literacy and Math coaches working directly with teachers. She stated that most of the YWCP teachers are novice and need this type of assistance, mentoring and support.

Math Instruction

YWCP recently hired a math consultant to support the review of the math curriculum, address gaps, provide instructional coaching and ensure alignment to the Common Core Standards. The consultant, Patty Guzelack, has more than 35 years teaching math and coaching teachers. She is currently developing teacher leadership program in mathematics. Guzelack will be in YWCP classrooms at least twice a month, working with teachers and modeling mathematical practice aligned to the Common Core Standards.

Benchmark Assessment

She reported that a benchmark assessment calendar is in place for supporting the preparation for the NYS Common Core Assessments. Data teams support this preparation through weekly meetings with teachers to understand Common Core assessment.

Events

On January 16, 2014, YWCP will host in collaboration with the Foundation the *Cool Women Hot Jobs Program*. She stated that recently the girls took a career interest survey. More on the event included in the Foundation Report.

Partnerships/Grants

- 100% of the students participated in the National Day of Code. YWCP reviewing a 20 week Code course in computer science where students learn how to program a video game through a simulated learning experience.
- AAUW is supporting a trip to the University of Buffalo for a day in science, technology, engineering and math.
- Dr. Jonathan Farley, Professor of Mathematics, Morgan State University toured YWCP and is interested in future partnerships.
- Junior Achievement Curriculum working with the technology classroom focusing the students on career development and future planning. JA Volunteers work with technology teachers to deliver a 6 week course. The program aligns with YWCP College career readiness agenda.
- A library grant received by an anonymous donor supports the purchase of college readiness and career planning software (Naviance).

Parent Engagement

Gkourlias reported that dialogue with parents continues regarding a structure for Parent Engagement. It was suggested that the school create a school-base planning council to be part of policy development, decision-making and event planning. The Board agreed that it is important to have parents feel involved and engaged. Principal Gkourlias, Duthiers and Hasler are meeting to develop a Parent Engagement

Policy. Gkourlias stated that parents want to attend Board meetings and have a greater role in Board decisions for the school. She would like to have a Parent Representative sit on the Board who is elected from the PTO to represent the parent voice. Rebell Gross stated that the original charter includes parents as non-voting members but an amendment could be advanced. Gkourlias also suggested that a student representative be assigned to the Board, attend Board Meetings and provide a monthly report from the student perspective.

Duthiers stated that Board Meetings are open to the public and dates and times are posted on the website. The government structure presently works for the Board. Gkourlias stated that parents would like the Board to consider evening meetings when most parents are available to attend.

Adele Bovard stated that the school administration should look into the **Harvard Family Research Project (HFRP)**, and the rubric customized to provide a structure for parent engagement. She added that students do provide reports representing the Webster PTSA at Board Meetings.

Sports

Students practiced at the Kodak gym and experienced a successful basketball season winning their last 2 games. She thanked Sean Miller for his support and equipment for the team. The softball team will start in the spring.

Recruitment

Gkourlias reported that administration is preparing for recruitment of the next YWCP class for 2014-2015 school year. All are reviewing the movement of students, data, and attrition to ensure class projections are met strategically. The student recruitment brochure is ready to be mailed and sent to all households of 6th grade students in the City. Information nights are planned for January 15, 2014 and March 19, 2014, from 7:00 – 8:30 pm.

Call for Support: Student Event

Gkourlias provided information regarding an event – Girls' Day Out to be held on February 19, 2014, from 10:00 am to 2:00 pm. She asked for support for donations, healthy snacks, and instructors for dance, yoga, Pilates, speakers focusing on healthy life styles, self-esteem, social development and volunteers to help with supervision. This is planned to be a fun day for the YWCP community. Students are encouraged to attend and bring a friend who may be interested in attending YWCP.

XV. School Operations: *Barbara Hasler*

Hasler report included the response from the Cathedral Community in a discussion under the Real Estate Committee's report. She stated that over the last month 16 new security cameras were installed throughout the school. Hasler also shared that there is a temporary sub in the Main Office supporting the Office Manager in the absence of the permanent employee. In full disclosure, the temp is her daughter.

XVI. Old Business. No old business.

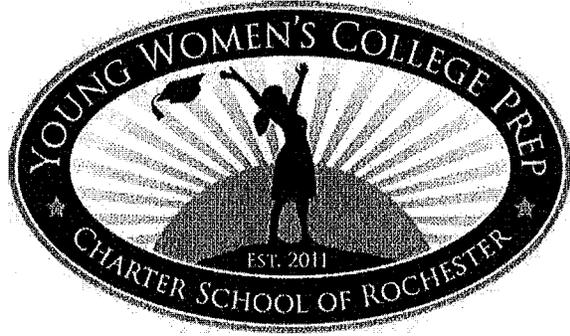
XVII. New Business. Hasler stated that it was her intention to introduce a discussion regarding a Volunteer Policy and Procedures at this meeting. Due to the time and another commitment, she will draft a policy and present it to the Board for consideration.

XVIII. Meeting Adjourned: Vossler motioned to adjourn the meeting of January 10, 2014. Miller seconded the motion. All were in flavor. The meeting ended at 9:50 am. The next meeting is February 7, 2014.

Approved: March 7, 2014

YWCP Board of Trustees Meeting Minutes

Date: February 7, 2014
Time: 8:00 a.m.
Location: YWCP, 311 Flower City Park



Board of Trustees Present: *Duffy Palmer (Chair), Adele Bovard, Flor Colon, Erika Duthiers Howie Jacobson, (Laura Rebell Gross, K. Brooke Stafford Brizard & Natasha Williams - via Video-Conference)*

Excused: *Sean Miller, Mary Beth Robinson, Jennie Schaff, Jenny Vossler,*

Chair, Foundation Board: *Cynthia Woolbright*

School Administration Present: *Moniek Silas-Lee, Barbara Hasler*

Absent: President of the YWCP Foundation: *LaShunda Leslie-Smith*

I. Call to Order:

Duffy Palmer, Chair called the meeting to order at 8:06 a.m.

II. Roll Call:

Barbara Jarzyniecki(volunteer)called the names of the Board of Trustees to determine the presence or absence of the Board membership.

III. Communications to the Board:

Palmer stated that the Board did not receive any communications.

IV. Public speakers:

Palmer stated that there were no speakers present to address the Board. There were no speakers registered.

V. Approval of the January 10, 2014 Minutes: *Palmer*

Flor Colon motioned to accept and approve the January 10, 2014 minutes. Howie Jacobsonseconded the motion. All were in favor. Motion carried unanimously.

VI. Real Estate Report: *Flor Colon*

Flor Colon re-introduced the agenda item to hire a Project Manager to support the Board as they lay the foundation to begin the process for consideration to purchase the Colgate Divinity School as the future site for YWCP. She reaffirmed the quality of the work within the community and reputation of Northeast Preconstruction Ventures (NPV) under the leadership of Joe Burkhart. She stated that Mr. Burkhart is very familiar with school site and construction projects given his work in Fairport and with St. John Fisher College. Palmer and Colon also stated that Mr. Burkhart has been offering his assistance

and guidance from the beginning in several ways: looking at various school sites, making connections with firms such as LaBella Associates who completed sketches (pro-bono) and support from realtors.

Colon referred to the proposal from NPV she sent to members of the Board for their review prior to the meeting. She stated that the first part of the proposal to begin the work was approved by the Board on January 10, 2014. The total proposal in the amount of \$15,000 will assist the Board with understanding the process of assessing the project, timeline and schedule when decisions should be made, preconstruction, working with other entities and the bonding process. Colon stated that this contract covers a 5 month assessment period and is asking the Board to approve the entire proposal. Palmer asked for any discussion.

Laura Rebell-Gross asked whether this proposal commits the Board to signing on with Colgate Divinity exclusively. Colon responded that this work does not tie us to the Divinity School.

Brooke Strafford-Brizard asked whether NPV would support the Board if a decision is made to look at other alternatives in the area. She stated that other realtors showed the Board several other properties. Palmer responded that Burkhart has been with the Board in the search for other sites but felt that this is the best option for the school.

Howie Jacobson asked what the timetable is for the Colgate Divinity School.

Colon responded that there will be more discussion at the March 7 Board meeting, followed by the Special meeting called with the lawyers (Nixon, Peabody) and Joe Burkhart on March 11th. During this meeting a discussion will occur regarding bond financing, the development of an agreement containing a right of refusal clause. The anticipated timeframe is to begin bond financing in 2016 and purchase in 2017 followed by a construction period. She stated that following these 2 meetings, she would request Board approval to move forward with a proposal to the Executive Board of Colgate Divinity.

Colon proceeded to make a motion to accept and approve the proposal submitted by Northeast Preconstruction Ventures. Erika Duthiers seconded the motion. Palmer called for a roll call vote:

Bovard – Yes
Colon – Yes
Duthiers – Yes
Jacobson – Yes
Rebell-Gross – Yes
Stafford-Brizard – Yes
Williams – Yes
And Palmer voted yes.

The acceptance and approval to move forward with the NPV proposal is adopted unanimously.

A question was raised by Duthiers regarding the negotiations with the Executive Board of Colgate Divinity and its interest in working with YWCP.

Colon responded that the Board has shopped around for several years looking for a buyer and would welcome another school in the building. The Divinity Board has an emotional attachment to the site, values education and agrees with the mission of YWCP and the single gender school. The Divinity Board does not want to sale to a real estate developer. She stated that there is 20 acres of land and the school presently occupies a small section of the site using only 3 classrooms. She stated that the timeline is in their best interest giving the Divinity Board time to locate another location for its school program. Colon stated that the option negotiated would require annual payments but this will not occur until the bond is approved.

Palmer remarked that since this is a historical site there is an opportunity to secure funding from grants and the community. The Board felt the community would be excited and rally to support the school with donations, naming rights, etc. Colon stated if all goes well, she would like the announcement to be made at the annual leadership breakfast in December.

Cynthia Woolbright commented that this timeline should serve as a good period of grieving for the Divinity Board and would have extensive community support.

Palmer, on behalf of the Board, thanked Colon for her leadership managing this complex project.

VII. Executive Report: *Duffy Palmer, Laura Rebell Gross, Vice Chair*

Palmer shared information regarding a discussion with the Northeast Charter School Association. Barbara Hasler, Director of Operations attended the meeting. He stated that the two representatives held extensive charter school knowledge and most importantly, the renewal process. Palmer felt that this organization could assist the Board with developing a strategic plan and their presence at the June retreat would benefit long-range planning. They agreed to send a proposed agenda. The cost to become a member of the Association is \$15.00 per pupil. Duffy informed them that at the present time, the school could not afford membership. He stated that they are still willing to support YWCP.

Palmer asked the Board to be available the whole day for the June meeting.

VIII. Finance Committee Report: *Jenny Vossler, Treasurer*

Financials

Hasler reported in Jenny Vossler absence. She reported that at the last meeting, the Finance Committee reviewed the YWCP Balance Sheet as of December 31st along with the Profit and Loss Statement, and Budget versus actuals. Committee felt confident with the school's current state of affairs.

Five-Year Projection

Hasler reported that she is preparing a 5-Year projection for the school, is meeting with Vossler for review and presentation to the Finance Committee and the Board within the next month.

Policy Development

Hasler stated that the Finance Committee is in the process of reviewing and adjusting the fiscal policies given the fact that the school has operated for 3 years and revenue and expenses are increasing. The Committee is reviewing the competitive bid process, purchasing and approval process, and investment policy. Policies are being reviewed and aligned with state and charter guidelines. The plan is to draft

recommendations and present to the Finance Committee and the Board in the very near future. Hasler stated that to be aligned re: policy development, she joined the Governance Committee

IX. Audit Committee Report: Sean Miller

No report at this time.

X. Governance Committee Report: Erika Duthiers

Policy Development

Duthiers reported that the Committee met on January 13, 2014 and discussed progress of several policies in development. She stated that members of the Committee have taken on the responsibility to draft policies. The plan is to meet in February, review progress and present to the Board in March, respond to questions, clarifications and concerns during the month with final adoption in April.

She stated that the Committee is working on a compliance calendar to assist school administration in meeting its compliance obligations.

Board Recruitment

Palmer stated that when he met with the Northeast Charter Association he discussed board recruitment and development. They stated that the present Board's capacity and size is suitable for governance. He did state that any recruitment of new members should take place before the May meeting. Palmer intends for the Board to approve any new members prior to June's annual meeting. At this meeting a vote of new officers takes place along with Board development.

The next Governance Committee Meeting is February 13, 2014.

XI. Curriculum and Evaluation Report: Jennie Schaff, K. Brooke Stafford-Brizard

Stafford-Brizard stated she is working with the Principal and collecting evidence for the charter audit and plans to have a report in the near future. She stated that she is paying attention to how the school administration has interpreted the charter and the implementation to remain in compliance. She referred to the progress relating to the Principal's evaluation in which Jennie Schaff is taking the lead in structuring.

XII. Health and Wellness Committee Report: Mary Beth Robinson

No report. The Committee is meeting on February 12, 2014.

XIII. YWCP Foundation Board Report: Cynthia Woolbright, Chair

Cool Women/Hot Jobs (January 16, 2014)

Woolbright stated that the *Cool Women/Hot Jobs* event was a success. Appreciation was extended to Principal Gkourlias and staff for their support and for working closely with the students developing the career interest surveys positioning the Foundation for an outstanding event. Members of the community were truly impressed with the students.

100 Women to 10th Power

Woolbright stated that the campaign is moving forward and recruitment of women from various backgrounds are interested in not only a financial contribution but the opportunity to become ambassadors, advocates, mentors and tutors. The plan is for 1,000 women to contribute \$100.00 to raise \$100,000. She stated that the Development Team has stepped up in taking on the recruitment process.

School Tours

Woolbright informed the Board that a schedule of school tours is established for friends and funders through June. The first tour is planned for Friday, February 14, 2014. She invited Members of the YWCP Board to participate in the tours. Foundation Members, School Administration and Student Ambassadors plan to start with a video and presentation followed by the tour.

Foundation Board

President

Woolbright stated that she met with LaShunda Leslie Smith to discuss her role, goals and objectives, and a performance plan. She is expecting to receive Leslie-Smith's plan by the end of February. She plans to schedule ongoing evaluations and expressed her satisfaction with Leslie-Smith performance since she started in November.

Board Governance

Foundation Board is planning a retreat to discuss the development of a long range strategic plan, governance and structure, Board recruitment and onboarding and policy development. Palmer suggested coordinating with Duthiers re: policy development so that both Boards are aligned. Woolbright suggested a joint meeting with the Foundation Board and YWCP Board of Trustees to discuss alignment, sending a consistent message from all parties, working with school administration and community engagement. Palmer will meet with Woolbright to plan and schedule the meeting by the end of the summer '14.

Colon added to the discussion. She is interested in both Boards working together in the pursuit of grant funding and the development of a capital campaign to raise funds for the permanent school site.

Woolbright agreed.

XIV. Principal's Report: *Jennifer Gkourlias (Reporting in Principal's absence, Monik Silas-Lee, Dean of Students) Gkourlias also submitted an extensive report on file with the Board.*

Student Achievement Goals/Data Goals/Test Prep

Silas-Lee stated that data teams continue to meet and discuss instructional strategies. They recently met and watched a PD video demonstrating the power of praise and its impact on motivation and student achievement. Data from student assessments was prepared and analyzed by Teams. Action plans developed reflect learning from ELA assessments and a review cycle was established. A schedule is prepared for practice days of testing for ELA and Math. She stated that students were engaged and serious about the preparation. She announced that NYS ELA Test is scheduled for April 1, 2, 3 and NYS Math Test: April 30, May 1 and May 2.

Math Instruction

Math instruction continues to be enhanced with the support of the hired consultant, Patty Guzelak. Guzelak works with Math teams to ensure alignment with Common Core. She reviews materials, lesson plans and classroom practices. During her time, she has scheduled a rotation of coaching to support teachers in increasing critical thinking pathways in math

College and Career Readiness

On January 16th, the school administration and the Foundation Board hosted the *Cool Women Hot Jobs Program* which was a successful event. She stated that the girls stepped up, engaged and learned how to network and make connections within the community. Students learned about and were interested in careers in the fields of finance, literacy, medicine, law enforcement, government, education, social work, journalism and social media, government and becoming entrepreneurs.

She thanked the Foundation Board for their support and recruiting Mayor Warren as keynote.

She stated that the 7th grade science research project is underway. Students are engaged in research in controversial topics and issues regarding science. Students excited about the project.

Tech Savvy Girls Program: Silas-Lee is happy to announce that 30 community members are signed up to travel to the University of Buffalo for a program aimed at increasing girls' interest in STEM and Engineering fields.

National Girls and Women in Sport Day: Two YWCP students entered the St. John Fisher's essay contest and won accolades for participation.

Parent Engagement

Silas-Lee reported that communications with families has been greatly enhanced with the installation of "School Reach" a phone and email message system to alert parents of emergency situations, student absenteeism and tardiness, special events and general information.

Dr. Sonia James-Wilson is contracted to work with school leadership and PTO leadership to develop by-laws, identify roles and responsibilities and offer direction for the PTO and school in terms of parent engagement.

Sports

Silas-Lee updated the Board on a field trip to RIT. Thirty students traveled to RIT (2/4) to meet with the Women's Basketball Team. Building relationships and experiencing college life through the sports program supported other aspects of the college readiness program.

Students will participate in the Modified Softball program this spring. Appreciation was extended to Brighton High School's staff for the generous donation of sporting equipment.

Staffing

Silas-Lee reported that it became necessary to hire a .6 Special Education and Resource Room teacher to support students with special needs as part of the SPED program. Principal Gkourlias and Hasler felt strongly that the school hire a teacher and oversee the program exclusively even though this is an additional expense. . Ms. Haley Hilgenberg, K-12 Literacy Specialist and K-6 Special Education Certified

teacher has experience teaching and working with students with disabilities and was recommended to fill the position.

Recruitment

Silas-Lee announced that a billboard advertisement is planned for 2/17/14 at St. Paul Blvd. and Upper Falls Blvd to market the school, inform the public about the March Information Night (March 12, 2014, from 7:00 – 8:30 pm.) and recruitment purposes for next year. Currently the school received 42 applications for 7th grade (Class of 2020) and there are 38 students on the waiting list for Grade 8.

Student Event

Eleven students signed up to participate in the Washington DC trip. Students are fundraising to raise money and financial support is needed to make the trip possible for all the students interested. Stafford-Brizard stated that she would like to host an event while the students are in Washington, DC at her home.

Partnerships/Grants

- Empowered Girl Alliance: Support for the YWCP students with mentors and hosting retreats.
- Nazareth Center for Service Learning: Dr. Marie Watkins and student leaders will present to staff on 2/14, results from the school empowerment workshop held in December.
- PhD Club: Silas-Lee established the PhD Club. Students presently working on an anti-bullying service project
- RIT: In April, 7th grade students will experience a lesson on Green Technology highlighting careers and programs for young women at RIT

Global Experience

Silas-Lee informed the Board that visitors (international college students) will meet with school administration and students on 2/14. This event is being made possible by the Rochester Global Connections with a goal of promoting diversity and showcasing the richness of other cultures. This organization also coordinates International Women programs at the University of Rochester and RIT.

University of Rochester

Palmer stated that the University of Rochester's cappella women's group are visiting the school today, working with the students and plan to select a student to sing a solo at the UR Spring concert. Natasha Williams will provide the Board with details regarding the date and time of the concert.

Woolbright felt that it is important to have ongoing video-taping of school events such as working with partners, global visitors, visiting colleges, sport events, school tours, celebrations, and foundation events to market the school to potential donors. She will ask LaShunda Leslie-Smith to work with administration and possibly contract with Type J Production throughout the year.

Palmer thanked Monik Silas-Lee for her commitment to the students and support to the Principal. He stated that the school's culture has greatly changed and the students' demeanor is reflective of the culture. He stated that Principal Gkourlias is free to concentrate on the instructional program. He also recognized Barbara Hasler, who has taken over the full operations of the school. He thanked the Board for its support in approving the additional positions.

XV. School Operations: *Barbara Hasler*

Certificate of Occupancy

Hasler stated that new information from the State Education Department regarding the Certificate of Occupancy surfaced recently. SED Representatives stated that they would issue a temporary C of O when the school completes the following: replacement of the boiler room, electrical room doors, replacement of some window locks, window signage and additional emergency lighting. She stated that the Cathedral Community is working to ensure these items are completed and is preparing for the bid process for the larger (ADA) project.

State Education Department

Hasler reported that 2 representatives from the NYS Charter School Office visited the school. She met with them and provided information regarding the stated of the COO and relationship with the members of the Cathedral Community including the support received in complying with renovations to obtain the C of O. Both felt that this is a model relationship between a landlord and charter school. Hasler gave them a tour of the school.

XVI. Old Business. No old business.

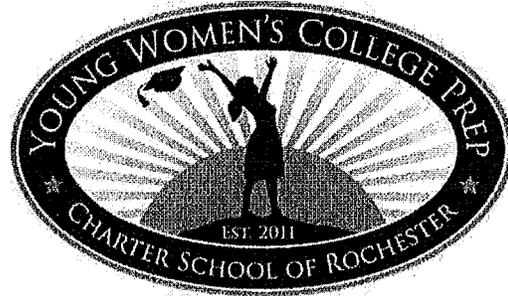
XVII. New Business. Hasler stated that it was her intention to introduce a Draft Volunteer Policy and Procedures. She stated that she submitted a draft Policy to the Governance Committee and it is being reviewed.

XVIII. Meeting Adjourned: Howie Jacobson motioned to adjourn the meeting of February 7, 2014. Adele Bovard seconded the motion. All were in flavor. The meeting ended at 9:35 am. The next meeting is March 7, 2014.

Approved: April 4, 2014

YWCP Board of Trustees Meeting Minutes

Date: March 7, 2014
Time: 8:00 a.m.
Location: YWCP, 311 Flower City Park



Board of Trustees Present: *Duffy Palmer (Chair), Adele Bovard, Flor Colon, Erika Duthiers Howie Jacobson, K. Laura Rebell Gross, Sean Miller, Mary Beth Robinson, Brooke Stafford Brizard, Jenny Vossler, Natasha Williams*
Absent: *Jennie Schaff*

School Administration Present: *Jennifer Gkourlias*

Absent: Chair, Foundation Board: *Cynthia Woolbright*

Absent: President of the YWCP Foundation: *LaShunda Leslie-Smith*

I. Call to Order:

Duffy Palmer, Chair called the meeting to order at 8:05 a.m.

II. Roll Call:

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

III. Communications to the Board:

Palmer stated that the Board did not receive any written communications. He stated that he did have a phone conversation with SED, and reported under the Operations section of the agenda.

IV. Public speakers:

Palmer stated that there were no speakers present to address the Board. There were no speakers registered.

V. Approval of the January 10, 2014 Minutes: *Palmer*

Mary Beth Robinson motioned to accept and approve the February 7, 2014 minutes. Erika Duthiers seconded the motion. All were in favor. Motion carried unanimously.

VI. Real Estate Report: *Flor Colon, Chair*

Flor Colon remarked that the Cathedral Community (Landlord) and the Board along with the school administration has worked extensively to rectify the issues surrounding the Certificate of Occupancy. She informed the Board that the final estimate for repairs and upgrades to obtain the temporary Certificate of Occupancy is \$205,000. She stated that the members of the Executive Committee met and discussed exercising a one-year lease extension now so that payments to the Cathedral Community could be extended an additional 12 months because the school is not in a position to move to a permanent site before the 2017-18 school year.. The Landlord agreed to this option and extended payment schedule which begins on July 1, 2014.

On behalf of the Real Estate Committee, Colon is requesting the Board approve the extension of the lease from July 1, 2016 to June 30, 2017. The annual lease payment for the extended term was set in the Lease at \$218,545, not including the added amount for reimbursement of the improvements Colon advanced the

motion to extend the lease agreement with the Cathedral Community. Erika Duthiers seconded the motion. Palmer asked for any discussion.

Vossler stated that the decision to extend the lease now versus later provides flexibility on cash flow. Palmer stated that the Board is working with the administration to secure grants to support building renovations. Palmer called for a roll call vote.

Bovard	Yes
Colon	Yes
Duthiers	Yes
Jacobson	Yes
Palmer	Yes
Rebell Gross	Yes
Robinson	Yes
Stafford Brizard	Yes
Vossler	Yes
Williams	Yes

All were in favor. Palmer announced that the motion carried unanimously.

Colon reminded the Board that there is a Special Board Meeting scheduled for March 11, 2014 at 8:00 a.m. to deal with property acquisition.

VII. Executive Report: *Duffy Palmer*

Palmer reiterated the importance of the Special Board Meeting and thanked the Board for willingness to be available for this meeting. He also asked the Board to schedule a day for the June Retreat.

- **Special Board Meeting: *March 11, 2014, 8:00 am***
- **June Retreat, June 6, 2014 (*Hold all day for the meeting*)**

Palmer stated that the Executive Committee (Nominations Committee) is preparing to meet with potential Board Members. He stated that a few of the Board members may need to step-off due to job and personal conflicts. Vossler stated that Board members must make a commitment to attend all meetings to continue to conform to the State's OML. Palmer asked the Board members to submit names and resumes of potential Board members. Committee members will meet, agree and invite potential Board members to the May meeting. He felt that any new Board member must be available for the June retreat. He stated that all seats for executive officers are up for re-election.

VIII. Finance Committee Report: *Jenny Vossler, Treasurer*

Vossler stated that the Committee met on January 30, 2014. Members reviewed and approved the financials through December 31, 2013. She stated that in accordance with generally accepted accounting principles and practices, there were a few items that still need to be addressed. She reported that the school has a healthy cash position and surplus. The FY14 forecast shows an operating surplus of approximately \$100k. She stated that there still is a line of credit with M&T, but was not sure it needed to be renewed. She stated that the plan is to develop an investment policy and invest in the future.

She reported on variances in the budget and pointed out a few: Title 1 dollars are lower and not at the level budgeted, the fund in operations category for the Foundation was removed, and a part-time counselor was added with the expectation that this would come through the Foundation funding. Vossler stated that any surplus that could be built in the school budget is helpful for future planning. She stated that there were savings in personnel. She met with Barbara Hasler (Director of Operations) regarding the 5-Year Projection and plans to have further discussions with the Finance Committee before presenting to the Board. The Form 990 (due May 15) is prepared for reporting and filing with the IRS pending the Finance Committee review and approval by the Board.

Vossler added that the Committee discussed the school's purchasing policy and a revised policy is expected to be presented at a future Board meeting.

IX. Audit Committee Report: *Sean Miller* No Report

X. Governance Committee Report: *Erika Duthiers*

No report. Duthiers stated that members of the Governance Committee continue to work on a number of policies, next steps: submission to the Board for discussion and final approval. A meeting is scheduled for this month.

XI. Curriculum and Evaluation: *Jemie Schaff and K. Brooke Stafford Brizard*

Brooke Stafford Brizard stated that progress gathering information as a response to the original application for the charter renewal is ongoing. The Committee should have a full report within the next two months.

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

Mary Beth Robinson provided a report on the Committee's meeting with Cyndi Weis (Breathe) and the formation of a partnership with this organization. She stated that the initial plan is to bring yoga classes for the students who are interested on Friday afternoons. She stated that there are other trainers interested in teaching yoga classes at the school. Donations were received providing mats and other equipment for the classes.

She stated that discussion continue with Ms. Weis structuring a partnership to bring other health and wellness related opportunities to the school.

School Lunch Program

Robinson reported that the Committee came to the conclusion that contracting with a catering company would be the school's best option when YWCP moves to a permanent site and has the appropriate kitchen equipment and facility. A meeting is planned to discuss partnership.

XIII. YWCP Foundation Report: *Cynthia Woolbright (Laura Rebell-Gross provided the report in Ms. Woolbright's place)*

YWL Network

Rebell-Gross reported that two new charter schools will open in St. Louis and North Carolina. There are now 10 affiliate school locations within the network. She stated that the school in Astoria have a new leader and is graduating its second class this year.

Mentoring Program

Rebell-Gross was delighted to announce the development of a school-based mentoring program for 9th grade students. YWCP Foundation has applied for grants to secure funding and cover expenses for this program. She stated an application to the Rochester Youth Year was submitted and approved; YWCP is now eligible for a full-time employee to support the program. The Girls Empowered Alliance is providing training for the mentors and mentees.

Health and Wellness Event

Rebell-Gross stated that discussion continues regarding the annual event. She stated that a series of notable speakers have been enlisted to introduce various topics: health, nutrition, social development. Planned with the Board's Health and Wellness Committee, a 3-part speaker series featuring, Courtney MacAvinta (The Respect Institute), Rachel Simmons (author, educator, and coach), and Cyndi Wies (owner of Breathe Yoga in Rochester) will set the stage for the evening. She stated that the event is billed as a fundraiser open to the public. She asked for thoughts regarding a location for the event. Date is yet to be finalized.

100 Women to 10th Power

Rebell-Gross announced that this new initiative is underway. Twelve women have signed up as ambassadors. The Foundation continues to host school tours to recruit interested donors. As previously reported, the goal is to recruit 100 women who are willing to recruit 10 women to give \$100 each to reach the goal of collecting \$100,000 to build an endowment and support school programs. She stated that these ambassadors may also commit to participate in the Mentoring Program – at least that is the goal.

School Tours

The Foundation Sponsored School Tours for potential funders and interested individuals began and a monthly schedule is established. Dates are as follows: 3/18/14 - 4/15/14 - 5/20/14 - 6/10/14. Rebell-Gross asked the Board to send any interested individuals to the Foundation Office.

YWCP Website

Rebell-Gross and Palmer informed the Board that several individuals are working together with Dave Jackson to create a new site with more school related information, role of the Board of Trustees, the posting of Board agendas and minutes, role of the Foundation, easy access to donate and recognition of donors such as the Leadership Circle as well as school partnerships.

Sean Miller asked the Foundation to contact Jeff and Ginger Sorenson (on his behalf) because they are interested in the school and could be potential donors.

Grants (as submitted in the Foundation Report)

- Gannett Foundation – requested \$5,000 for 9th grade summer bridge program (pending)
- Lowe's – Linda Law submitted a \$4,000 for laptops for 8th graders (decision in May)
- Rochester Women's Giving Circle – requested \$20,000 for our School-Based Mentoring Program (pending)
- Rochester Youth Year – APPROVED – for a fellow for one year for the Mentoring Program

The Foundation will submit grant proposals to the Penfield/Webster Rotary (for iPads), First Niagara Bank (for the mentoring program), and the Farash Foundation.

XIV. **Principal's Report: Jennifer Gkourlias**

Grants

Principal Gkourlias shared her disappointment regarding a potential partnership with RIT to support engagement in math and science. She stated that YWCP, after developing an extensive proposal, was unable to submit due to a technicality regarding the State's grant process. She did indicate that CASTLE at RIT is still willing to work and support YWCP in providing professional development for math modelling and promote engineering skills for the students.

She reported that she recently submitted official documents with extensive information to the New York State Portal as a step to participate in the future in the grants procurement process for state and federal grants.

Farash Foundation Grant

She stated that YWCP is applying in June for a facilities grant to cover the cost of the compliance issues centered on the Certificate of Occupancy. She met with the grantees and was informed that facilities upgrades are allowable. A professional grants writer is supporting the school with the development of the grant application.

Preparation of State Tests

Gkourlias stated that teachers and students are preparing for the upcoming State tests to increase readiness, form, time management and motivation. The State tests are given the first week in April.

Teacher Conference Day

Gkourlias announced that Friday, March 14 is a scheduled conference day for teachers and there is no school for students. The professional development sessions include a workshop on working with a data coach, a focus on the social, emotional development of young women, their resiliency and motivation. All teachers are reading Rachel Simmons' book *Odd Girl Out* to prepare for the sessions.

Staffing

Gkourlias reported that YWCP is interviewing for a Social Worker for next year. She felt it was important to have this individual as an employed member of the school staff rather than consulting services with an outside agency. Many of the Board members agreed with the importance of having this individual on staff to support vision and mission of the school and be the link to outside agencies so that students and families are connected to wrap-around services. Palmer stated this individual should support the work of the Dean of Students.

For the 2014-2015 school year recruitment, ads were placed in Career Builder and the Democrat and Chronicle for additional staffing as the school grows into 9th grade.

Career and College Readiness/Partnerships

- AAUW
 - YWCP students are participating in the Odyssey of the Minds on March 15th

- Tech Savvy Girls Program: Students travelling to University of Buffalo for a day centered on science, technology engineering and math. Parents and staff will join the girls.
- University of Pennsylvania: Girls Empowerment Program (GENERATION): During the month of February girls took the challenge offered and responded with ideas at which some banks are ready to support initiating project-based learning experiences for girls.

Curriculum

Natasha Williams requested information regarding the development of a Course Catalog. Gkourlias responded that to prepare for students entering into 9th grade, a course catalog is necessary to provide the students with various choices and the responsibility of selecting courses offered within their interest of study. She stated that the students were very excited to have this opportunity.

She also reported that students are working on a school-wide initiative to address bullying and aggression. This work was shared with advisory and an assembly is planned to address issues.

XV. School Operations: Barbara Hasler (submitted a report in her absence)

Certificate of Occupancy

Palmer reported on behalf of Hasler. He stated that during a recent call with SED, both were informed that there was a February deadline to complete the work required for a temporary Certificate of Occupancy. This was new information. Given the good relationship with the Cathedral Community, they worked with the school to complete the work by the deadline.

Vossler stated that the larger project has gone out to bid with an estimate of \$200,000. Palmer stated that Hasler is providing updates weekly so the communications are consistent and clear.

Staff Recruitment

Hasler's written report received confirmed that 172 applications have been submitted since placement of ads in the D&C and CareerBuilder.

Updated Five Year Projection

As reported under the Finance Committee section, a rough draft of the 5 year projection is complete. It will be presented to the finance committee and the board for discussion, adjustment and approval.

Adele Bovard stated that the Webster's Finance Committee recently met with Barbara Hasler to share practices and policies.

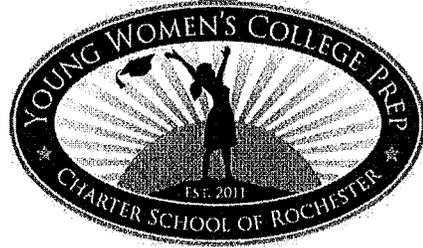
XVI. Old Business. No Old Business

XVII. New Business: No New Business

XVIII. Meeting Adjourned. Mary Beth Robinson motioned to adjourn the meeting of March 7, 2014. Sean Miller seconded the motion. All were in favor. The meeting ended at 9:45 am. The next meeting is a Special Meeting on March 11, 2014. The next regularly scheduled meeting is April 4, 2014.

Approved: May 2, 2104

YWCP Board of Trustees Meeting Minutes



Date: April 4, 2014
Time: 8:00 a.m.
Location: YWCP, 311 Flower City Park

Board of Trustees Present: *Duffy Palmer (Chair), Flor Colon, Erika Duthiers, K. Laura Rebell Gross, Sean Miller, Mary Beth Robinson,, Jenny Vossler, Natasha Williams*

Absent: *Adele Bovard, Howie Jacobson Jennie Schaff, Brooke Stafford Brizard*

School Administration Present: *Jennifer Gkourlias, Barbara Hasler*

Absent: Chair, Foundation Board: *Cynthia Woolbright*

Present: President of the YWCP Foundation: *LaShunda Leslie-Smith*

I. Call to Order:

Duffy Palmer, Chair called the meeting to order at 8:05 a.m.

II. Roll Call:

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

III. Communications to the Board:

Palmer stated that the Board did not receive any written communications.

IV. Public speakers:

Palmer stated that there were no speakers present to address the Board. There were no speakers registered.

V. Approval of the March 7, 2014 Minutes: *Palmer*

Palmer called for a motion. Mary Beth Robinson motioned to accept and approve the March 7, 2014 minutes. Sean Miller seconded the motion. All were in favor. Motion carried unanimously.

VI. Executive Report: *Duffy Palmer*

Palmer announced that the YWCP girls will perform *Brave* with the UR singing group in the May Room (4th Floor of Wilson Commons) and one student will win a \$1,000 scholarship. The event *Vocal Point* will be held on April 12, 2014 at 8:00 pm.

Palmer informed the Board that representatives from the State Education Department visited YWCP. He stated that they toured the school, visited classrooms, met with the administration and faculty. He also spent an hour with the representatives. During that meeting they stated that they were impressed with the administrative team, pleased with the Board structure and its management and oversight of the school but expressed concern regarding the academic performance. Palmer felt it was a good visit and the representatives indicated that YWCP is progressing given that this is only the second year in operation.

During this report, Jarzyniecki provided the Board with an update of the YWCP website listing ideas to change the Board's page adding Policies, Committees and purposes, short biographical information of members and Board responsibilities for interested parties. She stated that the page includes meeting notices and copies of agendas and minutes from regular meetings.

VII. Nominations Committee: Duffy Palmer

Board of Trustees Terms

Palmer turned the meeting over to Erika Duthiers. Duthiers stated that the terms of several Board members are up for renewal. She stated that Jennie Schaff and Howie Jacobson have stated that they are not seeking a 2nd term as a Board member. She stated that Laura Rebell-Gross will not seek another term given her new assignment as Director of Education for the YWLN. However, she will remain connected to the Board as a non-voting member.

Rebell-Gross advanced a motion to approve the following for a second term: Duffy Palmer, Erika Duthiers. Flor Colon seconded the motion to approve Duthiers for a 2nd term. All were in favor. Sean Miller seconded the motion to approve Palmer for a 2nd term. All were in favor.

New Members

At this time, Palmer introduced two new potential Board members. He stated that Barbara Jarzyniecki has been very helpful over the past 5 months supporting the Board by attending meetings and recording the Board minutes, distributing meeting materials, and providing advice regarding compliance and the development of the new website. She also has extensive knowledge regarding the responsibilities of a Board member since she held the position of Board Clerk for the Rochester City School District. Palmer stated he felt that Jarzyniecki could also support the Board during the re-authorization process.

Palmer asked Flor Colon to introduce the 2nd potential Board member. Colon advanced Laura Norris as a potential Board member pending approval. Colon stated that Norris has served as a member of the YWCP Real Estate Committee. Norris has attended meetings and worked with Colon (Chair) during the entire process of reaching an agreement to pursue the new and permanent site for the school. Norris created and presented information regarding the new site and steps to develop a proposal and negotiate an agreement with a seller. Colon stated she was instrumental in preparing the financial analysis and project timeline laying out specific actions that need to happen from August 1, 2014 until August 1, 2017. Colon stated that this is perfect timing since over the next several years, the Board will be involved in securing the permanent school site as enrollment increases and grades are added. Norris also supported the Leadership Breakfast by purchasing a table and inviting several individuals to learn more about YWCP. She stated that Norris is excited to join.

Palmer motioned to add both Barbara Jarzyniecki and Laura Norris as members of the YWCP Board of Trustees.

The Young Women's College Prep Board of Trustees voted to select Barbara Jarzyniecki and Laura Norris as the final candidates to its Board, with a term expiring on April 2017, pending approval by SED. The resolution approving Barbara Jarzyniecki, Laura Norris is formally adopted upon SED's approval.

Motion was second by Mary Beth Robinson. All were in favor. Resolutions adopted.

Officers and Executive Committee

Palmer introduced the Executive Committee and presented officers. He added Brooke Stafford Brizard to the Executive Committee because she is leading the reauthorization process and principal review. Palmer added Flor Colon as Vice Chair given the importance of the work ahead in securing the new school site. He announced the officers.

Duffy Palmer, Chair

Flor Colon, Vice Chair

Jenny Vossler, Treasurer

Barbara Jarzyniecki, Secretary (pending SED approval as Board Member)

Rebell-Gross motioned to accept the slate of YWCP Officers. Robinson seconded the motion. All were in favor, the motion carried unanimously.

VIII. Finance Committee Report: *Jenny Vossler, Treasurer*

Form990 Approval

Jenny Vossler stated that the Finance Committee met on March 24, 2014 and reviewed and approved the Form 990, a form required by all not-for-profit organizations and filed with the IRS by May 15, 2014. Vossler asked for a motion to accept Form 990 as presented and approval to submit to the IRS meeting the May deadline. Duthiers advanced the motion and Sean Miller seconded the motion. All were in favor. Motion carried unanimously.

Vossler stated that this document becomes a public document and is posted on the State's website. A question whether the Board should also share the document with the community by creating a link on the YWCP website under the Board's page. Vossler also stated that the Board is required to have a Whistle Blower Policy. Duthiers stated that the Governance Committee is developing a Whistle Blower Policy and Conflict of Interests along with several others. The Whistle Blower Policy will be ready for adoption at the May meeting of the Board.

Financial Statements

The Committee reviewed, discussed and approved the February Financial Statements. Statement presented with the report. Overall, anticipated surplus was in line with projection. As reported, there was savings in personnel costs offset by increases in facility and operations costs. Vossler also reported that revenue was less than budgeted due to a shortfall in Title 1 funding and less dollars from the Foundation for operational needs. She stated that at year end there should be adequate cash in the bank. Cash position is strong at \$700K.

Vossler stated that Barbara Hasler (Director of Operations) is reviewing the fiscal policies and plans to make recommendations in June to modify policies to ensure that the right controls are in place. Hasler stated that she is meeting with a member of the Finance Committee who has extensive knowledgeable in the internal controls.

Miller stated that he is working on the Procurement Policy to ensure that it meets the requirements of the charter. He plans to have a draft and meet with Hasler.

FY15 Budget

The Committee began discussions regarding the FY15 Budget as well as new policies as stated above. The Committee will review and approve the FY15 budget on May 28th and submit to the full Board for approval at the June meeting..

IX. Real Estate Report: *FlorColon*

Colon stated that Palmer hand delivered a letter of interest to the members of the Board at the Colgate Divinity School. She added that the Board has not heard from anyone regarding the intent to present a proposal to the Divinity Board this month. She pointed out that many of the members of the Board are emotionally attached to the school and it would take some time for them to move forward. She stated that Palmer has a meeting scheduled with the Chair of the Board to discuss the status of the intent to present to the full Board and administrative team in the very near future. Colon stated that the plan to present on April 8 is no longer a possibility.

X. Audit Committee Report: *Sean Miller* No report

XI. Governance Committee Report: *Erika Duthiers*

Duthiers distributed prior to the April meeting several items for the Board to review and discuss. The documents included: 1) Employee Handbook 2) Volunteer Policy 3) Parent Engagement Policy. She stated that her Committee is also developing several other policies.

Employee Handbook

Duthiers stated that the Board is required to review the process and procedures within the Handbook and asked if there are any questions to contact her.

Volunteer Policy

She stated that the Committee felt it was important to adopt a Volunteer Policy for the school as Principal Gkourlias is developing and implementing a Mentoring School-Based Program in conjunction with the Foundation. They felt it was important to outline expectations, process for background checks and training.

LaShunda Leslie-Smith, President of the Foundation asked how the program will be implemented and the process of connecting the mentors to the students. She indicated that the women ambassadors joining the 100 Women to the 10th Power Program are also interested in mentoring. Palmer suggested that both school and foundation staff meet to identify and establish the process. This Policy will support both the school and Foundation programs. Duthiers stated it is important to be consistent and on the same page. Also in question was the payment for the check and who would be responsible - the Foundation, school or mentor.

Parent Engagement Policy

Duthiers stated that Principal Gkourlias and Hasler developed the Policy and it was presented to the consultant working with the parent group. The plan is to present the Policy to the PTA at the April 7th meeting where the parents will work in focus groups to review and discuss the Policy as written. It will then be presented to the Board for review and approval.

XII. Curriculum and Evaluation: Schaff, K. Brooke Stafford Brizard No Report

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

Robinson was happy to announce that the Yoga classes for a group of YWCP students start today (April 4). She stated that a group of students from Nazareth College will join and support the classes on Friday afternoons.

She stated that her Committee plans to connect with the Foundation to support the event planning for the Health and Wellness evening for the community.

XIV. YWCP Foundation Report: Cynthia Woolbright (*LaShunda Leslie-Smith reported in Cynthia's absent*)

Health and Wellness Event

Leslie-Smith provided information regarding the Annual Health and Wellness Event – which this year is viewed as a fundraiser and will take place on two different dates. She stated that the Foundation secured Courtney MacAvinta, Co-Founder and CEO of The Respect Institute. MacAvinta will facilitate the Mother-Daughter Connection, a session that helps moms connect with their daughters in a variety of different exercises. She stated that the event will cover other important topics such as bullying, social and developmental subjects for young teens, and the best ways to strengthen the mother-daughter relationship. This part of the event is scheduled for May 1st. Tickets are \$25 for a mother/daughter pair and \$15 for mothers who come alone.

Leslie-Smith stated that they are looking to secure a venue to host the event since their first choice (Breathe) was unable to host. Several Board members indicated they would check out other options (RIT, MAG, SOTA, and Nazareth College).

The second part of the health and wellness event is a yoga-thon which will take place on May 31st. The details are forthcoming.

Day of Caring

She reported that the Day of Caring is May 9th and the Foundation is seeking volunteers, donations (paint supplies) and snacks for the students. Students from the University of Rochester and volunteers from the Rochester Women's Network will participate. The Foundation secured donations from several hardware stores.

School Tours

School Tours are now scheduled for 2 groups at different times and presentations – those participating in the 100 Women to the 10th Power and interested and potential donors of more than \$100.

A report is on file with additional updates.

XV. **Principal's Report:** *Jennifer Gkourlias (Additional information is listed in the Monthly report submitted)*

State Testing

Principal Gkourlias stated that the State Testing in English Language Arts took place this week and was very stressful for both the faculty and young ladies. She reported that everything went very smooth and there were no issues. Make-up days are scheduled.

First Official Visit from the State

Principal Gkourlias added to the report on the State visit. She said that the SED representatives (Christine Coxon and Susan Megna) met with the leadership team and Foundation. The leadership team focused on the three instructional areas and the level of support from the community. They experienced a student-led tour, our 2014 One Step Closer video, and were informed about YWCP's current implementation status of the charter. The SED reps were impressed and applauded the school for the progress the team has made over the last 2 years. Summary of the visit will be sent within the next few weeks.

Grants

Farash Foundation Grant: YWCP will apply for the June RFP for facilities grant to cover the cost of adding ADA compliant ramp, lift and fire code compliant lights, handles, and doors. DeaGasbarre is being asked to assist with the grant writing process. Principal Gkourlias is happy to announce that YWCP received notebook laptops for the journalism club. Appreciation is extended to the Gannett Company, Traci Bauer and Annette Meade for their support and donation.

Staff Retreat

She provided highlights of the day of staff development which took place on March 14, 2014. She reported that staff was engaged in a day-long focus on building persistence and resiliency in the students. Katlyn Grasso of GenHERation was the keynote speaker at the luncheon. Teachers also worked with the data coach on how to provide students with quality feedback and promote a growth mindset. In the afternoon session, teachers presented 'best practices' for improved academic and social development of young girls derived from books they read as a homework assignment in preparation for the retreat. Books included may be an interest of the Board: *Raising Academically Successful African American Girls, On Grades and Grading, Queen Bees and Wannabees, Odd Girl Out, and Boys and Girls Learn Differently.*

Career and College Readiness

She reported on the success of the Tech Savy Girls Program's trip to the University of Buffalo. Thirty students and mothers attended. The students experience was eventful as they participated in STEM related activities, applied for college and attended a college fair and even received acceptance to college. Parents learned how to keep daughters safe online and encourage them to become strong resilient young women.

Math Camp

During April recess YWCP is hosting a math camp for students to prepare for the upcoming Math exams administered by the State.

Curriculum

- She provided information on the Dream Green School Project for 7th grade students. She stated that this spring Laura Cooney and other Rochester area architects will be supporting the dream green school project. The architects will work with 7th grade students on Fridays throughout May and June. Architects will share information about materials science, urban planning, site considerations, scale, and careers in design/building.
- Students are also participating in history projects during humanities and in science learning about human and plant cells.
- 8th grade students will visit the Hall of Justice and Supreme Court as they learn about the U.S. Judicial System.

Staff Recruitment

Principal Gkourlias attended the Western New York Teacher Recruitment Day on 4/2. She screened candidates for Math, Science, Social Studies, ELA, Spanish, Special Education and coaching positions. She stated that she was happy with the selection of excellent candidates and plans to hire by May 1st following community based interviews.

Student Recruitment

Principal Gkourlias reported that the school has received the following # of applications: Grade 7: 82 applications, Grade 8: 16 applications and Grade 9: 26 applications. Rebell-Gross added that she felt the need to improve the marketing of YWCP and look for alternative ways for next year's recruitment and

increase student interest. Gkourlias stated that outreach has been targeted and felt that the school would receive additional applications. Weather has been a factor and all charter schools are experiencing the same issues. She stated that she utilized the auto call system to notify families of the open house since the first scheduled open house was cancelled due to inclement weather. She stated they will be running a lottery. Hasler stated that it is important to frontload the middle school to comply with the State and the original charter.

Preparing for 9th Grade Transition

It was stated that a counselor (Annie Hasler) is developing the YWCP Course Selection and Course trajectory as 8th grade students prepare to transition into 9th grade.

Hasler, Director of Operations brought up several areas that need to be addressed prior to next school year regarding the academic program for high school students. These include but not limited to: GPA, honor roll, high honor roll, diploma requirements, student ranking.

Duthiers stated that this discussion should be brought to the Education Committee of the Board. Palmer stated membership included Board Members (Adele Bovard, Palmer, Rebell-Gross, Brooke Stafford Brizard), Dr. Kevin McGowan, Superintendent of Schools (Brighton) and Principal Gkourlias. Palmer suggested adding Board Member Natasha Williams to this Committee for her knowledge and experience.

YWLN (East Harlem)

Rebell-Gross proudly announced that a senior (Nene Sy) from the Young Women's Leadership School of East Harlem interviewed first lady Michelle Obama and was interviewed about her experience and education by Lester Holt (Today Show) and Barbara Walters.

XVI. School Operations: Barbara Hasler

Hasler thanked the Board for approving the extension of the YWCP lease for one year and rolling out payment for renovations to comply with the State's requirement for the CofO. She stated that this is a temporary license which expires in August; therefore, she is working with the Cathedral Committee to expedite the process to get the work down by the deadline.

She also stated that her work on revising fiscal policies and developing the 5 year Budget was already reported during Committee reports.

XVII. Old Business. None

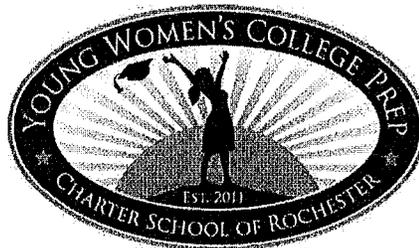
XVIII. New Business. None

XIX. Adjournment.

Mary Beth Robinson motioned to adjourn the meeting of March 7, 2014. Laura Rebell-Gross seconded the motion. All were in flavor. The meeting ended at 9:50 am. The next regularly scheduled meeting is May 2, 2014. The Board's Annual Meeting is June 6, 2014.

Approved: June 6, 2014

YWCP Board of Trustees Meeting Minutes



Date: May 2, 2014
Time: 8:00 a.m.
Location: YWCP, 311 Flower City Park

Board of Trustees Present: *Duffy Palmer (Chair), Adele Bovard, Flor Colon, Laura Rebell Gross, Sean Miller, Brooke Stafford Brizard, Jenny Vossler, Natasha Williams*

Present: Pending Approval from SED: New Board Members: Barbara Jarzyniecki, Laura Norris

Absent: Erika Duthiers, Mary Beth Robinson

School Administration Present: *Jennifer Gkourlias*

Present: President of the YWCP Foundation: *LaShunda Leslie-Smith*

I. Call to Order:

Duffy Palmer, Chair called the meeting to order at 8:07 a.m.

II. Roll Call:

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

III. Communications to the Board:

Palmer stated that the Board did not receive any written communications.

IV. Public speakers:

Palmer stated that there were no speakers present to address the Board. There were no speakers registered.

V. Approval of the April 4, 2014 Minutes: *Palmer*

Rebell Gross motioned to accept and approve the April 4, 2014 minutes. Jenny Vossler seconded the motion. All were in favor. Motion carried unanimously.

VI. Executive Report: Duffy Palmer

Board's Annual Meeting

Palmer provided information regarding the Board's Annual Meeting scheduled for June 6 from 8:00 am until Noon. Location to be identified. The agenda will include some regular business, a presentation and facilitation by members of the Northeast Charter School Association. Stafford Brizard will present the framework for the charter renewal process.

New Board of Trustees

Palmer stated that the paperwork for Barbara Jarzyniecki and Laura Norris was sent to SED for its approval. The approval will be sent prior to the June 6 meeting so that both could participate as Board members.

Education Committee

Palmer stated that Stafford Brizard and the Education Committee are reviewing the original charter application. Stafford Brizard completed a framework (audit) including all commitments made and will lead a process to identify any gaps. She stated that she will present the audit at the June meeting. Following review by the Board, decisions and recommendations based on the gap (what's missing) will be discussed and addressed working with the school administration team.

Rebell-Gross stated that the lead applicant on the YWCP charter proposal should be changed to Palmer.

Vossler stated that this discussion is important for future budget decisions. The Board will address any changes in program and/or operations prior to the approval of next year's budget as well as the 5 year budget plan. The plan is to meet following the Board's annual meeting and approve the budget by June 30, 2014.

Principal's Evaluation (Education Committee)

Palmer stated that Dr. Thomas Hall, Principal of Brighton High School has been added to the evaluation committee. His experience as a High School Principal is important to the development of YWCP into a high school in the coming year. Kevin McGowen, Brighton Superintendent remains on the Committee.

VII. Finance Committee Report: *Jenny Vossler, Treasurer*

YWCP Budget

Vossler stated that she is reviewing the 5-year budget plan prepared by Barbara Hasler, Director of Operations. She indicated that if enrollment holds at 88 students and the school receives the same funding, the school should generate a surplus. There should be additional expenses to cover program needs as the school grows into a high school. She stated that she would like time on the June meeting to present the budget.

At the present time there is a good surplus and cash in the bank and the cash perspectives are solid. The balance is close to \$500,000.

Internal Control and Policies

Vossler stated that the Finance Committee went through the internal controls and policies and are comfortable that there is a good system in place. She complimented Hasler for her guidance and work.

Sean Miller stated he is reviewing the YWCP procurement practices in accordance with SED guidelines and created a check list. He is scheduling a meeting with Hasler.

Palmer stated that Barbara's evaluation is due since she reports to the Board. The Northeast Charter Association is sending a template to support the process.

VIII. Real Estate Report: *Flor Colon*

Securing Future Permanent School Site

Colon expressed her disappointment with the lack of response from the representatives of the Colgate Divinity. She stated that they understand the timetable but there is no response regarding offer as of this meeting date. The Committee has discussed alternative properties with Daisy Algarin, City of Rochester's Economic Development Specialist. There continues to be movement toward securing a permanent school site. She stated that the Landsman Property is still an option. Palmer stated that he remains in touch with the Cathedral Community.

IX. Audit Committee Report: Sean Miller No Report.

X. Governance Committee Report: *Erika Duthiers*

Whistle Blower Policy

Vossler presented the Board resolution and Whistle Blower Policy in the absence of Erika Duthiers. These documents were sent to the Board prior to the meeting for review. The resolution required the Board to approve the Whistleblower Protection Policy effective immediately and requires the Policy to be included in the Employee Handbook. It also stated that the Director of Operations is responsible for providing a copy to all staff and the posting in the workplace as required by law.

The Board discussed the process whereby the whistleblower is protected. Members of the Board agreed to vote on the Policy and complete a crosswalk between the old and new regulations expanding the policy with an amendment covering these items in the very near future.

Jenny Vossler advanced a motion to accept and approve the resolution and Whistle Blower Protection Policy. Adele Bovard seconded the motion. All were in favor. The resolution accepted and Policy adopted unanimously.

XI. Curriculum and Evaluation: K. Brooke Stafford Brizard *Report given under the Executive Committee report regarding the charter audit.*

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

Rebell Gross provided information on the School-Based Health Date for Families which would take place on June 13th. She stated that the Committee is looking for new membership and

suggested the Committee ask a representative from Breathe to join. A report was submitted to the Board prior to the meeting.

Robinson sent in a report prior to the meeting covering the following:

- 1) Update on the lunch program. Committee will meet with Sarkis to discuss healthy options. She asked for any information regarding funding sources.
- 2) Health and Wellness Night: Worked with the Foundation planning this event scheduled for June 5
- 3) Summer Bridge Program: 9th grade students will attend at Robert Wesleyan and 7th graders at Nazareth College
- 4) Self Harm Education Day to be held June 14 with sessions covering mental health issues and bullying
- 5) Cooking Club and Friday Yoga continues to be successful.

The next meeting is May 28, 2014 at 5:30 pm to discuss ways to increase membership and hold effective meetings.

XIII. YWCP Foundation Report: *Cynthia Woolbright*

Health and Wellness Event

LaShunda Leslie-Smith reported for the YWCP Foundation. She provided highlights of the Health and Wellness Event which is scheduled to be held at Nazareth College on June 5. She expressed concern over obtaining an insurance rider for the event. Board members offered solutions for alternative locations. The Foundation office is creating a flyer to be circulated throughout the community

100 Women to the 10th Power

Leslie-Smith and Foundation Board continue to actively recruit for ambassadors and are hosting private information sessions along with school tours.

Day of Caring

Leslie-Smith stated that a number of organizations are participating in the Day of Caring at the school. Participates plan on painting the hallways. Painting supplies were donated from various businesses and the Loving Cup donated a portion of the refreshments.

Leadership Breakfast

Leslie-Smith stated the Foundation is looking for sponsorship for the Leadership Breakfast and are in the process of finalizing the honorees. She stated that the Foundation Office will develop and forward a flyer with information for the Board as sponsors are secured.

XVI. Principal's Report: *Jennifer Gkourlias*

Jennifer Gkourlias stated that there is still a need to secure a grant writer to assist with the submission to the Farash Foundation for a \$200,000 facility project. This grant is due early June. Gkourlias reported on the following:

College Readiness: School Events: YWCP Student Participation

- 7th grade students visited the RIT Campus and spent the day in affinity groups related to STEM majors and careers
- During April Recess, 20 students participated in a math enrichment camp to help prepare for Common Core assessments.
- 8th grade students visited the Hall of Justice and Teen Court
- Robert Wesleyan is hosting the Summer Bridge Camp for the rising 9th Graders.

School Projects

- 8th grade students have a Spring Research Project: Human/Animal Rights.
- 7th grade students completed research papers on various controversial issues
- 7th grade students are launching the Dream Green School Project and Humanities is concluding the study of American government moving into women in history projects.
- 7th grade students will be working on the dream green school project with area architects

Staffing

Gkourlias reported on several staffing and the hiring form 2014-2015. She is hiring a Special Education Teacher/Coordinator (former Assistant Superintendent from Greece), Spanish Teacher (Latin) from Spellman College, school counselor and Special Education Teacher from Nazareth College. She reported that there are 3 finalists for the math position and the school is in a full search for an Art and Science Teacher.

Center for Youth Services

Gkourlias spoke about the resignation of the counselor from the Agency and that there is a transition period with a new counselor with experience in cognitive behavioral therapy and crisis intervention. Board members continued to express the need for full-time staff instead of outsourcing this critical area of development to lead the program, manage the work of the CFY counselor and outside agencies.

Bovard stated that the job of the YWCP counselor needs to be clearly defined and communicated to whoever works with the school from outside agencies. She stated that the accountability measures and direct lines of reporting should be included and communicated.

Palmer stated that he would meet with the Center and that the newly hired counselor should lead and manage partnerships with outside agencies.

Parent Engagement

Gkourlias stated that the administration continues the school's commitment to build positive relationship with families. At the last meeting, the parents agreed to call their group – the Parent Council to align with the Charter. They reviewed the mission and brought forth working proposals. Gkourlias stated that the challenge is getting and sustaining the participation and engagement on related parent activities and events. Leslie-Smith was on the agenda to present the mission and work of the Foundation.

She asked for the Board to consider having a parent on the Board, hold some of the meetings at different locations within the community and consider evening meetings and different times. It was also suggested to include parent membership on each Board Committee. The Board will consider all requests and include in Policy.

Bovard stated that it would be appropriate to include parents on Committees where most of the discussion regarding the school's welfare is discussed. The Board Chairs will work with the Principal. Gkourlias stated that the next parent meetings are scheduled for 5/5 and 5/12 at 6:30 pm

Moving-up Ceremony

The moving-up ceremony is scheduled for June 27.

XV. School Operations: Barbara Hasler (not present, personal time)

Palmer reported that work on the building continues with asbestos abatement completed and addressing some lead paint issues. A report was prepared with SED. He stated that Hasler communicates weekly with the Cathedral Committee to ensure that all of the compliance issues are resolved by August.

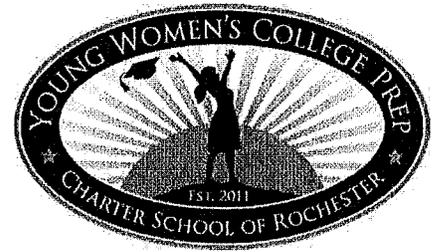
XVI. Old Business: None

XVII. New Business: None

XVIII. Adjournment.

Rebell-Gross motioned to adjourn the meeting. Miller seconded the motion. The motion carried unanimously. Next Meeting: June 6, 2014, Board Annual Meeting (Retreat) from 8:00 am until Noon.

Pending Approval at the August 1, 2014 Meeting



YWCP Board of Trustees Meeting Minutes
Annual Meeting

Date: June 6, 2014
Time: 8:00 a.m. - Noon
Location: Nothnagle Realtors

Board of Trustees Present: *Duffy Palmer (Chair), Adele Bovard, Flor Colon, Erika Duthiers, Barbara Jarzyniecki, Sean Miller, Laura Norris, Laura Rebell Gross, K. Brooke Stafford Brizard, Jenny Vossler, Natasha Williams*

School Administration Present: *Jennifer Gkourlias, Barbara Hasler*

Guests Presenters: *Jill Shahen, Madyson Lubba (Northeast Charter Schools Network)*

I. Call to Order:

Duffy Palmer, Chair called the meeting to order at 8:03 a.m.

II. Roll Call:

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

III. Annual Meeting Board Workshop and Training:

Palmer introduced the presenters from Northeast Charter Schools Network (Jill Shahen (Managing Director) and Madyson Lubba Director of Data and Assessment Services). Shahen began by quizzing the Board and asked: When does YWCP go through the renewal process? YWCP will go through the process in August 2016 with a SED visit in October or November and confirmation of renewal in the Spring of 2017. She stated that the more knowledge the whole Board has about the steps that lead up to the reauthorization the smoother the process. She stressed the importance of Board preparation for the renewal. She stated that the Board must be familiar with the components of the Charter, know the authorizer, communicate and respond to requests, and be proactive with reports.

She stated that the Board is responsible for the academic success of all students, financial oversight, compliance reporting, community and parent relationships, succession planning and having a strategic plan in place. Shahen listed the most important items in alignment with the Charter that the Board has responsibility. She provided examples of a strong Board governance and weak Board governance in the areas listed above to encourage change in practice. She referred to an audit developed by Brooke Stafford Brizard listing the key design elements and other Charter components. She stated that the Board must show evidence that the design elements are incorporated within the school program with data to support the evidence.

Lubba stressed the importance of knowing what assessments are given, how often and a dashboard to show where students are on the academic scale. She stated that looking at cohort data to show growth over time is

June 6 (Annual Meeting)

important. She suggested creating a dashboard that can help track all the information needed aligned with Charter benchmarks.

At the close of the presentation, Stafford Brizard stated that given the presentation, it is important to send a formal letter to the State if there are any changes to the original charter and to make sure the Board is tracking all data to show evidence of implementing the key design elements and other components of the Charter. Palmer stated that this is the role of the Education Committee and thanked Stafford Brizard for her work in preparing the audit.

IV. Approval of the May 2, 2014 Minutes: *Palmer*

Flor Colon motioned to accept and approve the May 2, 2014 minutes. Erika Duthiers seconded the motion. Natasha Williams advanced several adjustments. Adjustments accepted. All were in favor. Motion carried unanimously.

V. Finance Committee Report

FY15 Budget

Jennifer Vossler presented the FY15 Budget. She outlined the process taken by the Finance Committee. She stated that the Budget was developed during January/February, Finance Committee reviewed and several meetings took place with Duffy Palmer, Board Chair, Barbara Hasler, Director of Operations and Jennifer Gkourlias, Principal. The Committee spent time discussing the Budget along with comparisons to the prior year.

She stated that the main variance is due to the addition of another class with an increase of students and teachers. The majority of the revenue comes from the per pupil allocation received from the RCSD. She reported that \$63,000 is included as revenue as a new NYS per student allocation. YWCP will not receive funds from the CSP Grant for planning and implementation (a 3 year grant that has ended). There is no Foundation dollars listed within this budget. Foundation maintains commitments to counselor position, college readiness events and Summer Bridge.

Stafford Brizard asked if the Board is prepared if the Foundation cannot support the counselor position. Vossler identified this as a risk and stated there are ample funds to cover this position.

Vossler added that this budget includes funds to hire teaching assistants for each grade level, additional licenses for Math 180 and Read 180 to meet academic requirements and furniture and computers due to an increase in students and staff. The teaching assistants will be hired overtime. Another expense includes the increase in the rent payment which pays for the facility renovations to ensure compliance with COO, ADA in accordance with SED requirements.

Vossler summarized. She stated that there is a net income of \$312,000, cash flow of \$250,000 and the required \$25,000 is in the escrow reserve account. Vossler advances a conservative budget with a solid surplus that she and the Finance Committee feel confident should meet school needs and any unanticipated expenses.

Vossler brought up teacher compensation and asked for a discussion in the future on what could be done to be more creative offering incentives to retain quality staff. She also stated that the Committee needs to be more mindful on how resources are allocated to support the Charter's key design elements.

Principal Gkourlias talked about student enrollment and projections. She asked the Board to revisit assumptions regarding enrollment.

Rebell-Gross stated that the school needs a more aggressive recruitment plan with creative outreach strategies. She stated with the quality program YWCP offers there should be an extensive waiting list of interested students.

Brooke-Stafford stated that she believes that the school is not using the outreach strategies highlighted within the Charter.

Palmer asked for a motion to adopt the FY2015 Budget. Sean Miller advanced the motion and Stafford-Brizard seconded the motion. All were in favor. The Budget was adopted unanimously.

VI. Governance Report

Adoption of Policies and Documents

Erika Duthiers introduced several documents for approval. Board members received the following documents for review and action prior to the meeting:

- 1) Trustees Disclosure Statement
- 2) Employee Handbook
- 3) Volunteer Policy
- 4) Employee Compensation Policy (along with Compensation Schedule – submitted from the Finance Committee)
- 5) Grants, Gifts Policy
- 6) Parent Engagement Policy

Trustee Disclosure Statements

Duthiers asked each Board member to sign the Trustee Disclosure Statement and give the signed documents to Barbara Jarzyniecki, YWCP Board Secretary. Document was signed and is on file.

Employee Handbook

Duthiers asked for discussion regarding the Handbook. She stated that the Handbook was prepared with the assistance of an employment lawyer. Board members stated that the Whistle Blower Policy should be added to the Handbook. Laura Norris pointed out several items within the Handbook that needed to be corrected. Board agreed and adjustments made.

Duthiers advanced a motion to accept the Handbook with the suggested modifications. Flor Colon seconded the motion. All were in favor. Employee Handbook was adopted unanimously.

Volunteer Policy

Duthiers introduced the Policy. It was agreed that this Policy would cover both the school and Foundation work with volunteers. All school staff and Foundation Board and staff will abide by this Policy.

Duthiers advanced a motion to adopt the Volunteer Policy. Laura Norris seconded the motion. All were in favor. The Volunteer Policy was adopted unanimously.

Employee Compensation Policy

Duthiers introduced this Policy that outlines the process for determining compensation for employees. An employee compensation schedule accompanied the Policy. According to the Policy there is a review and approval process by the Board of Trustees or compensation committee to determine compensation, the use of data is used to adjust comparable compensation aligned with job scale and responsibility, documentation and recordkeeping is maintained pursuant with Retention Policy.

Duthiers advanced a motion to adopt the Employee Compensation Policy. Colon seconded the motion. All were in favor. The Employee Compensation Policy was adopted unanimously.

Acceptance of Gifts, Grants and Bequests

Duthiers stated that this Policy is to provide guidelines for the acceptance of gifts, grants, bequests and other contributions to YWCP. The Policy is general and identifies the conditions whereby a gift, grant bequest or contribution is accepted by the school and the Board of Trustees.

Colon advanced a motion to adopt the Acceptance of Gifts, Grants and Bequests Policy. Rebell-Gross seconded the motion. All were in favor. The Acceptance of Gifts, Grants and Bequests Policy was adopted unanimously.

Parent Engagement Policy

Duthiers introduced the Policy. Several Board members had questions regarding the Policy, role of parents on the Board, welcomed reports by the President of the Parent Council at Board Meetings, student representation, role of parents on Board Committees as detailed within the original Charter. This policy was tabled until further discussion. Duthiers motioned to table the Policy, Sean Miller seconded the motion. All agreed to send to committee for further discussion. Duthiers, Stafford Brizard and Principal Gkourlias will take on this task and report back to the Board. Principal Gkourlias suggested that the Board attend Parent Council Meetings and she would provide a schedule of meetings.

VII. Adjournment

Before adjourning the meeting Palmer made a few announcements. He announced that the Leadership Breakfast is scheduled for December 4, 2014. Among the honorees is Daan Braveman, President of Nazareth College and the Cornell Weinstein Family Foundation. Additional meetings are taking place with other suggested honorees.

Palmer complimented the work of the Northeast Charter School Network and stated that it may be prudent for the Board to contract with the Network in the future. He indicated that the cost of joining memberships is \$15.00 per pupil.

Miller motioned to adjourn the meeting, Vossler seconded the motion. All were in favor. The meeting ended at 11:45.

DRAFT



Enrollment Targets: Progress Toward Goals

Describe the efforts the charter school has utilized in 2013-14 and a plan for efforts to be taken in 2014-2015 to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch.

Target	12-13	13-14
Enrollment: 75 per year, not to exceed 450 at scale	81	166
Free/Reduced Lunch: 86.4%	90%	88%
ELL: 9.7%	6%	5%
SWD: 16.4%	7%	10%

YWCP attracts and retains our students from our target population, female students in the City of Rochester, from the lowest income neighborhoods. Efforts are made to recruit actively from schools with high numbers of LEP students and students with disabilities. YWCP's population reflects that of the Rochester City School District. Recruitment events are advertised through direct mailings to the homes of sixth grade students. The list of students is provided to YWCP by the Rochester City School District. In addition, events are made public through social media, facebook, posters in schools and recreation centers, and emails to PTA groups and school leaders and teachers in the Rochester City School District. This year, the school district did not hold the annual school expo, which YWCP was a two-time participant in. Instead, YWCP participated in a charter school fair sponsored by the City of Rochester and another local charter consortium. This event was held at a recreation center in the central neighborhood where the majority of YWCP students reside. In addition, open house events are held 3 times annually, inviting families to tour the school, meet the staff, and learn more about our programs and events. This year, one open house was rescheduled due to extreme weather conditions. Specific pipelines for LEP and students with disabilities are identified and YWCP students and staff visit schools with high LEP populations to meet these students and recruit them to apply at YWCP. These included the dual language programs at Schools 9 and 22 and the Rochester International Academy, which serves newcomers learning English. Materials are disseminated in English and in Spanish to ensure communication with Spanish speaking families is clear and that our school is accessible to these families.

In our founding year, our special education percentage was below the target at 7%, however, in 2013-14, special education classification rates increased to 17 pupils out of 166 or 10%. YWCP special education coordinators, teachers, and school leaders maintain high levels of communication to ensure that appropriate records and IEPs or 504 documents are obtained from the host district in a timely fashion. In addition, YWCP makes every effort to serve students in the least restrictive environment and

special education students are thriving at YWCP in less restrictive environments than when served in the district. Parents may request a tour and students are encouraged to visit the school and shadow our students to explore the option of YWCP. We have informed the Committee on Special Education Chairpersons from our host district of our desire to increase the number of pupils with IEPs at YWCP and have enrolled even more students with specialized learning needs which will be reflected in our 14-15 numbers as our report will reflect. This area is showing progress each year.

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

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/ea97a>

Page 1

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

1. Trustee Name:

Sean Miller

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

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

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "Sean C. Miller". The signature is written in a cursive style with a large, looped initial 'S' and a distinct 'C' before the name 'Miller'.

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

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/2396a>

Page 1

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

1. Trustee Name:

Jennifer Vossler

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

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)

-
- Treasurer
-

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

No

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

No

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

No

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

No

Signature of Trustee

Handwritten signature of Jennifer Wosler in black ink.

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

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/41f31>

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:

Barbara Jarzyniecki

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Secretary
-

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

No

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

No

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

No

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

No

Signature of Trustee

Barbara Janyznicki

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

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/49892>

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:

Natasha Williams

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

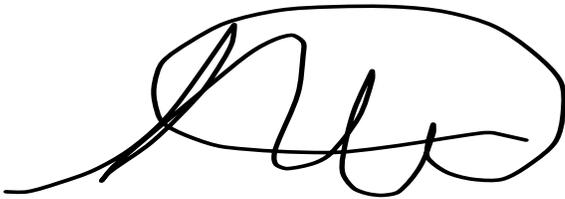
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a series of loops and a horizontal line extending to the right.

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

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/73c32>

Page 1

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

1. Trustee Name:

Erika Duthiers

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: 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, appearing to read "Robert Dutcher", written in a cursive style. The signature starts with a large, stylized "R" and ends with a long horizontal flourish.

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

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/89896>

Page 1

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

1. Trustee Name:

Laura E. O. Norris

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: trustee

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

No

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

No

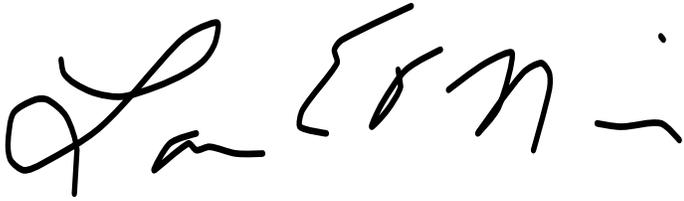
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "John [unclear]". The signature is written in a cursive style with a horizontal line at the end.

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

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/b5320>

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:

Duffy M. Palmer

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• 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

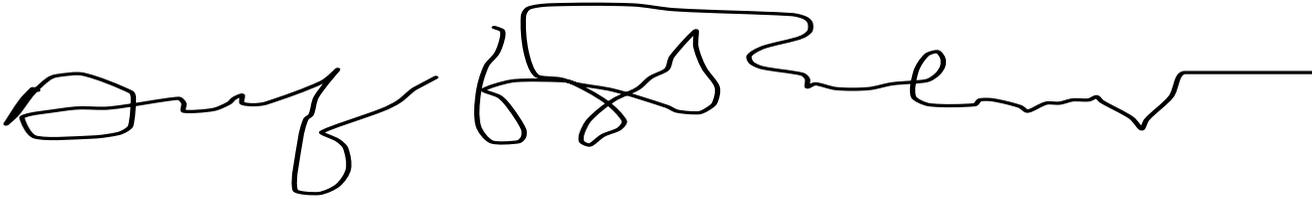
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Angela Brown". The signature is written in a cursive style with a horizontal line extending to the right at the end.

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

Created Tuesday, July 29, 2014

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

Page 1

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

1. Trustee Name:

Flor M. Colon

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Vice Chair/Vice President

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

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

Flore M. Colon

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

Created Wednesday, July 30, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/c3c16>

Page 1

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

1. Trustee Name:

Mary Elizabeth Robinson-Vay

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

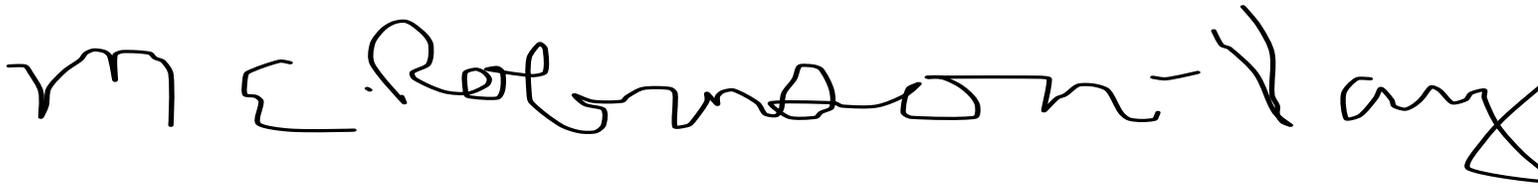
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "M. E. Robinson-Vang". The signature is written in a cursive, flowing style.

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

Created Thursday, July 31, 2014

Updated Saturday, August 16, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/277ca>

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:

Adele Bovard

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: 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

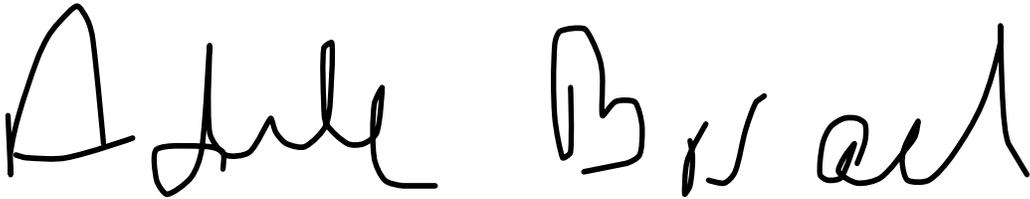
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 that reads "Andrew B. Seal". The signature is written in a cursive style with a large initial 'A' and a distinct 'B'.

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

Created Friday, August 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/4f41b>

Page 1

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

1. Trustee Name:

Laura Rebell Gross

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

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

No

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

Yes

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

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	Director of Girls' Education, Young Women's Leadership Network
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	Coach/support Principals, teachers and curriculum development at all YWLN network schools. Provide non-financial support to Affiliate schools including Rochester
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	\$135,000.00
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	September, 2013

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 response)

13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1			
2			
3			
4			
5			

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 response)

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				
2				
3				
4				
5				

Signature of Trustee

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

Created Friday, August 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/10213>

Page 1

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

1. Trustee Name:

K. Brooke Stafford-Brizard

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

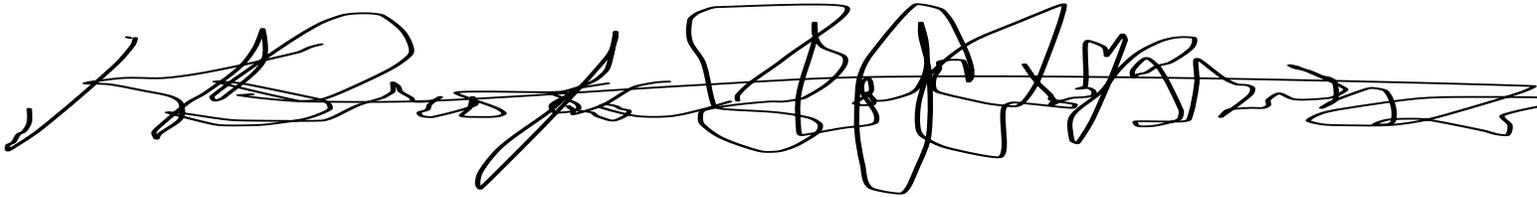
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be "D. B. [unclear]", written across a horizontal line.

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

Created Friday, August 01, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/0c933>

Page 1

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

1. Trustee Name:

Jennie Schaff

2. Charter School Name:

Young Women's College Prep Charter School of Rochester

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Secretary
-

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

No

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

No

Page 2

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