

# Application: Young Women's College Prep Charter School of Rochester

Barbara Hasler - bhasler@youngwomenscollegeprep.org  
2021-2022 Annual Report

## Entry 1 School Info and Cover Page

Completed - Aug 1 2022

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2022**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER 800000071083

**a1. Popular School Name**

YWCP

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**d. DISTRICT / CSD OF LOCATION**

GREECE CSD

**e. DATE OF INITIAL CHARTER**

9/2011

**f. DATE FIRST OPENED FOR INSTRUCTION**

8/2012

**c. School Unionized**

Is your charter school unionized?

No

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

MISSION STATEMENT

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

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Single Gender: All girls school YWCP believes in educating the whole girl and meeting individual needs. A single gender school offers students the opportunity to learn in an environment free from cultural and gender stereotypes, as well as many pressures and distractions typical of a co- educational school.
KDE 2	KDE 2 Focus on College Preparation: College is the lens through which YWCP students view their education, beginning with 7th grade orientation and continuing through senior year. Every grade level has at least two college visits a year, as well as ongoing college and career programming through our advisory curriculum. Upperclassmen are provided individualized opportunities to explore colleges, career and college fairs, job shadowing and additional college and career focused opportunities. Our comprehensive counseling program is designed to create and support a college going culture. This includes guiding every student and her family through the complex admissions and financial aid process. Students are exposed to college and career through the following innovative programs: <ul style="list-style-type: none"><li>• 7th &amp; 9th grade Summer Bridge Programs</li><li>• Cool Women, Hot Jobs 40+ professional women share their experience with YWCP students</li><li>• Summer camps and internships</li><li>• College exploration through college trips • Counseling program designed to support and creating a college going culture</li><li>• Support for teacher professional development</li><li>• Advisory training and support</li><li>•college and career programming through our advisory curriculum.</li></ul>

Upperclassmen are provided individualized opportunities to explore colleges, career and college fairs, job shadowing and additional college and career focused opportunities. Our comprehensive counseling program is designed to create and support a college going culture. This includes guiding every student and her family through the complex admissions and financial aid process. Students are exposed to college and career through the following innovative programs:

- 7th & 9th grade Summer Bridge Programs
- Cool Women, Hot Jobs 40+ professional women share their experience with YWCP students
- Summer camps and internships
- College exploration through college trips
- Counseling program designed to support and create a college going culture
- Support for teacher professional development
- Advisory training and support

KDE 3

Faculty:  
 YWCP's teachers have consistently demonstrated their commitment to collaborative learning and are invested in their own professional development and growth. Curriculum development and professional development are consistently aligned with this element and will continue to foster growth.  
 Our instructional coaches working side by side with teachers planning, modeling and refining, are key to this work, as are the talented and dedicated administrators in place.  
 Professional Development and Leadership:  
 Professional development is an integral part of YWCP's culture and teaching strategies. During the school year, YWCP devotes Friday afternoons every week to directly respond to emerging student data, including evaluation of lesson plans, teaching strategies, and sharing effective practices. In August, teachers prepare their classrooms and come together with the administration to work and plan in dedicated sessions. All staff receive support and

	coaching. This emphasis reflects the academic goals of the school and the commitment to developing all faculty so they feel confident as highly skilled experts.
KDE 4	KDE 6 Knowledge Management: YWCP's common vocabulary refers to sharing data, best practices, and otherwise communicating about students and the school as "knowledge management." Ensuring this process runs well is a responsibility of every adult in the building. Knowledge management emphasizes a common language and a structure for documenting and organizing knowledge allowing for continuous learning and improvement.
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

<https://youngwomenscollegeprep.org>

**i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

410

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

358

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served

7, 8, 9, 10, 11, 12

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

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

**YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER 80000071083**

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	133 Hoover Drive Rochester, NY 14615	585-254-0320	Greece	7-12	No



**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Idonia Owens	Principal	585-254-0320		<a href="mailto:iowens@youngwomenscollegeprep.org">iowens@youngwomenscollegeprep.org</a>
Operational Leader	Roberta McInnis	Director of Operations	585-254-0320		<a href="mailto:rmcinnis@youngwomenscollegeprep.org">rmcinnis@youngwomenscollegeprep.org</a>
Compliance Contact	Idonia Owens	Principal	585-254-0320		<a href="mailto:iowens@youngwomenscollegeprep.org">iowens@youngwomenscollegeprep.org</a>
Complaint Contact	Roberta McInnis	Director of Operations	585-254-0320		<a href="mailto:rmcinnis@youngwomenscollegeprep.org">rmcinnis@youngwomenscollegeprep.org</a>
DASA Coordinator	Karla Hatley	Assisant Principal	585-254-0320		<a href="mailto:khatley@youngwomenscollegeprep.org">khatley@youngwomenscollegeprep.org</a>
Phone Contact for After Hours Emergencies	Idonia Owens	Principal	585-254-0320		<a href="mailto:iowens@youngwomenscollegeprep.org">iowens@youngwomenscollegeprep.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

**Site 1 Certificate of Occupancy (COO)**

[Certificate of Occupancy \(1\).pdf](#)

**Filename:** Certificate of Occupancy (1).pdf **Size:** 160.3 kB

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**Site 1 Fire Inspection Report**

[Fire Inspection Report.pdf](#)

**Filename:** Fire Inspection Report.pdf **Size:** 1.0 MB

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**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

No

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**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

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## ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Idonia Owens
Position	Principal/Superintendent
Phone/Extension	585-254-0320-1280
Email	<a href="mailto:iowens@youngwomenscollegeprep.org">iowens@youngwomenscollegeprep.org</a>

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

### Responses Selected:

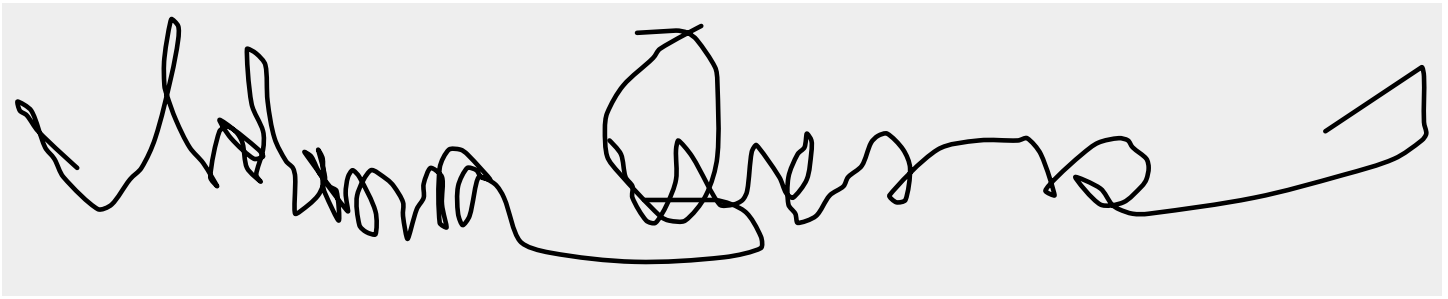
Yes

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

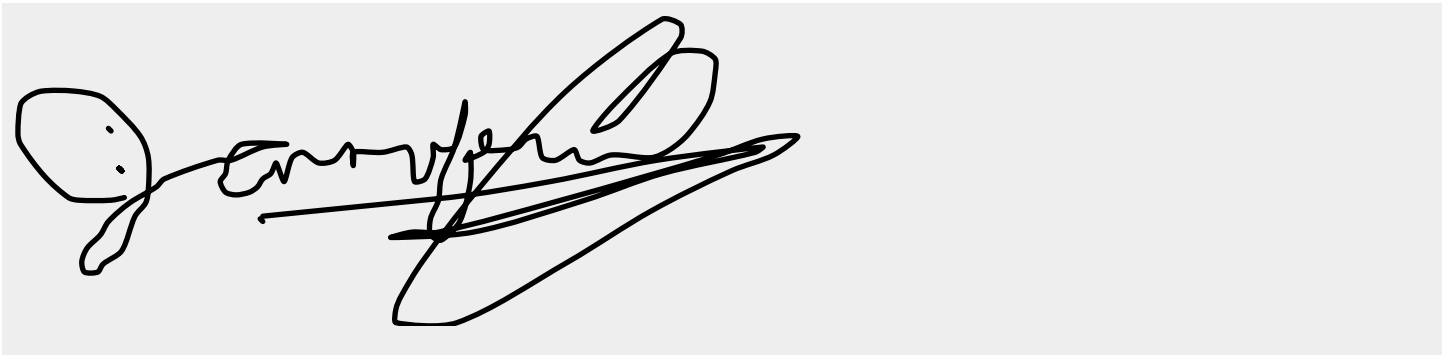
### Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2022



Thank you.

## Entry 3 Progress Toward Goals

Completed - Nov 1 2022

### Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

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**YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER 80000071083**

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#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Improve student achievement on NYS ELA 7-8 ELA assessment & 7th grade NYS Mathematics and 8th grade Algebra Regents examination	<p>We will utilize the NWEA Map assessments, IXL, and locally developed common formative assessments to evaluate progress towards this goal.</p> <p>Additionally, ELA and Mathematics classes will have two teachers to better address high needs, to target instructional practices and to provide individualized and small group support.</p> <p>Informal and formal data will be analyzed and will inform instructional decisions and further support needed.</p>	Met	<p>*Although we were unable use the traditional year over year metric to formally assess progress toward our goal relative to state assessments, when comparing our recent test scores to the most recent prior full administration, we have increased the student achievement on NYS ELA 7-8 ELA assessment &amp; 7th grade NYS Mathematics and 8th grade Algebra Regents examination</p>
Academic Goal 2	Refinement of the curriculum for all core content areas which is spiraled throughout grades 7-12	Using student achievement data, social emotional learning goals, and alignment to the NYSLS, we have strategically organized the	Met	YWCP did accomplish this goal. YWCP has a standards-based curriculum that is intentionally vertically spiraled through 12th grade.

spiraled 7th-12th grade curriculum into two grade bands: 7-9 and 10-12. Our curriculum is vertically spiraled with an emphasis on gap-closing, preparation, and rigor.

The focus remains on the highest priority standards relative to the NYS 3-8 Assessments in Math and ELA and the five Regents Examination required for graduation.

Additionally, we continue to develop a shared understanding of a common language and practices for skills, vocabulary, critical reading and writing.

We developed spiraled common formative assignments aligned to priority standards in all content areas.

We continue to measure student growth toward the 7-9 and 10-12 goals by utilizing student data- including formative

Teachers collaborate frequently which supports alignment, and the systemic approach of embedding professional development into ongoing curriculum development cycles ensures both horizontal and vertical alignment. Teams of administrators, instructional coaches and teachers review data and student progress to further strengthen curricular alignment, content, pacing, and instruction.

		assessment data- teacher evaluations, and instructional coaching to measure progress.		
Academic Goal 3	Increase cohort proficiency levels on NYS Regents examinations.	We will utilize the NWEA Map assessments, IXL, and locally developed common formative assessments to evaluate progress towards this goal.  Additionally mock Regents examinations will be given and data gathered will be utilized to identify implications for instruction, curricular shifts, goal setting, and focus areas.	Met	.*Although we were unable use the traditional year over year metric to formally assess progress toward our goal relative to NYS Regents Examinations, when comparing our recent test scores to the most recent prior full administration, we have increased the proficiency levels on NYS Regents examinations.
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

No



#### 4. ORGANIZATION GOALS

**For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Articulate the YWCP Way related to enrollment by refining and implementing a coherent plan for student recruitment, enrollment, and retention.	Progress will be measured based upon the creation of process documents, data collection standardization, and quarterly review of progress. With enhanced and historic data collection, we will be able to strategically utilize data to inform best practices and goal setting.	Met	A strategic plan will be developed by the RER Committee (recruitment/enrollment/retention) to track outcomes and drive future decisions related to advertising and recruitment.
Org Goal 2	Develop and implement a differentiated or tiered supervision and evaluation process, which includes instructional coaching.	<p>Progress will be measured based upon the completion of the process.</p> <p>Artifacts from the entire teacher evaluation process will be stored in eDoctrina.</p> <p>At the end of the Supervision and Evaluation cycle, teachers will reflect on the process and their goals.</p> <p>A short survey regarding the</p>	Met	YWCP implemented a tiered/differentiated evaluation system which included formal and informal observations, pre and post conferences, goal setting and an end of year reflections. The instructional coach survey provided feedback on the role of the coach, the support offered, and how the instructional coach model could further

		instructional coach model will be administered to collect data and inform practices for the upcoming school year.		impact teaching and learning
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

## 6. FINANCIAL GOALS

### 2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Maintain cash position with no debt.	Net cash position and debt position.	Met	
Financial Goal 2	Maintain fidelity to board-approved FY22 budget.	Change in net assets consistent with board-approved FY22 budget.	Met	
Financial Goal 3	No material weaknesses identified in the annual audit.	Clean audit report for FY22 free of material weaknesses.	Met	
Financial Goal 4				
Financial Goal 5				

### 7. Do have more financial goals to add?

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed - Nov 1 2022

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

## [Young Women's College Prep Charter School of Rochester 2022 Financial Statements](#)

Filename: Young\_Womens\_College\_Prep\_Charter\_\_imX6ch1.pdf Size: 625.5 kB

### **Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)**

Completed - Nov 1 2022

#### [Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## [Young Women's College Prep Audited Financial Report 2022-2023](#)

Filename: Young\_Womens\_College\_Prep\_Audited\_8Ga64pH.xlsx Size: 75.0 kB

### **Entry 4c – Additional Financial Documents**

Completed - Nov 1 2022

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## [Escrow Account Statement Sept, 2022](#)

Filename: Escrow\_Account\_Statement\_Sept\_2022.pdf Size: 95.7 kB

## [Young Women's College Prep Charter School of Rochester 2022 Financial Statements](#)

Filename: Young\_Womens\_College\_Prep\_Charter\_\_GitLa2l.pdf Size: 625.5 kB

## [Action Plan](#)

Filename: Action\_Plan.pdf Size: 82.5 kB

### **Entry 4d - Financial Services Contact Information**

Completed - Nov 1 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Roberta McInnis	<a href="mailto:mcinnis@youngwomenscollegeprep.org">mcinnis@youngwomenscollegeprep.org</a>	585-254-0320

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Emily Monnat Bonadio & Co			10

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## Entry 5 – Fiscal Year 2022-2023 Budget

Completed - Nov 1 2022

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

## [Young Women's College Prep Final Budget 2022-2023](#)

Filename: Young\_Womens\_College\_Prep\_Final\_B\_Sepu3Xe.xlsx Size: 39.2 kB

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Sep 13 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

## [Disclosure of Financial Interest Form](#)

Filename: Disclosure\_of\_Financial\_Interest\_F\_NtFh6bl.pdf Size: 3.3 MB

## [Board Financial Disclosure Statements-Corrected](#)

Filename: Board\_Financial\_Disclosure\_Stateme\_NeiZKPM.pdf Size: 2.8 MB

## Entry 7 BOT Membership Table

Completed - Aug 1 2022

## Instructions

### Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

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1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Jennifer Allen		Chair	Executive, Audit, Performance Evaluation	Yes	2	12/31/2019	12/22/2022	12
2	Charles Falcon		Treasurer	Finance, Audit, Executive	Yes	2	9/1/2021	8/31/2024	12
3	Jennifer Aronson-Jovcevski		Trustee/Member	Governance	Yes	1	11/1/2019	11/30/2022	10
4	Julia Green		Trustee/Member	Executive, Governance, Performance Evaluation	Yes	2	9/1/2021	8/31/2024	10
5	Idonia Owens		Trustee/Member	Education	Yes	1	1/1/2022	4/13/2022	5 or less
6	Erin Duffy-Kruss		Trustee/Member	Scholarship	Yes	2	9/1/2021	8/31/2024	7
7	Kristin		Trustee/	Governance	Yes	2	5/1/2021	2/22/2022	6

	Lowe		Member	nce				2	
8	Laquanna Sparkman		Trustee/Member	Education, Culture/Climate/Engagement	Yes	2	12/3/2021	11/30/2024	11
9	Belimar Velazquez		Secretary	Executive, Recruitment, Engagement/Retention	Yes	2	12/3/2021	11/30/2024	11

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

Yes

**1b. Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
10	Jennifer Weinstein		Trustee/Member	Development	Yes	2	1/1/2020	1/31/2023	10
11	Melissa Geska		Trustee/Member	Governance	Yes	1	11/1/2020	11/30/2023	12
12	Nadine Hylton		Trustee/Member	Education, Culture/Climate/Engagement	Yes	1	11/1/2020	1/6/2022	5 or less
13					Yes				
14									
15									

**1c. Are there more than 15 members of the Board of Trustees?**

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	9
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	12

### 3. Number of Board meetings held during 2021-2022

15

### 4. Number of Board meetings scheduled for 2022-2023

12

### Total number of Voting Members on June 30, 2022:

9

### Total number of Voting Members added during the 2021-2022 school year:

1

**Total number of Voting Members who departed during the 2021-2022 school year:**

3

**Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:**

12

**Total number of Non-Voting Members on June 30, 2022:**

0

**Total number of Non-Voting Members added during the 2021-2022 school year:**

0

**Total number of Non-Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:**

0

**Board members attending 8 or fewer meetings during 2021-2022**

4

**Thank you.**

## Entry 8 Board Meeting Minutes

Completed - Aug 1 2022

### Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

### Board Meeting Minutes 21-22

Filename: Board\_Meeting\_Minutes\_21-22.pdf Size: 5.5 MB

## Entry 9 Enrollment & Retention

Completed - Aug 1 2022

### Instructions for submitting Enrollment and Retention Efforts

#### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

## Entry 9 Enrollment and Retention of Special Populations

---

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>Based on the positive data trends of our Economically Disadvantaged recruitment and enrollment outcomes, YWCP continued with our current process along with adapting and sustaining our process into a hybrid model relative to the lessons we have learned.</p> <p>These lessons include recognizing the importance of providing remote access to school events, in combination with in-person events is a process we have come to value. We reached a larger audience with a hybrid model and will continue to build our digital links library and develop parallel recruiting events so that whether in-person or remotely, families will have access to the information they need for making the best decision for their daughter.</p>	<p>Aggressive Advertising (Maintain increased marketing budget, flooding of media outlets, open house prior to lottery deadline, ongoing school tours, continued partnership with Good Schools Roc)</p>
English Language Learners	<p>Based on the positive data trends of our ELL recruitment and enrollment outcomes, YWCP continued with our current process along with adapting and sustaining our process into a hybrid model relative to the lessons we have learned.</p> <p>These lessons include recognizing the importance of providing remote access to school events, in combination with in-person events is a process we have come to value.</p>	<p>Continued Outreach to ELL Community (Partner with Refugee Resettlement Groups, attend community events, increased in first language literature, and highlight supportive programming)</p>

	<p>We reached a larger audience with a hybrid model and will continue to build our digital links library and develop parallel recruiting events so that whether in-person or remotely, families will have access to the information they need for making the best decision for their daughter.</p>	
<p>Students with Disabilities</p>	<p>Based on the positive data trends of our SWD recruitment and enrollment outcomes, YWCP continued with our current process along with adapting and sustaining our process into a hybrid model relative to the lessons we have learned.</p> <p>These lessons include recognizing the importance of providing remote access to school events, in combination with in-person events is a process we have come to value. We reached a larger audience with a hybrid model and will continue to build our digital links library and develop parallel recruiting events so that whether in-person or remotely, families will have access to the information they need for making the best decision for their daughter.</p>	<p>Targeted Advertisement for SWD (Increased representation of SWD success in marketing materials, inclusion of programming resources available within general advertisement campaigns)</p>



**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>YWCP works to retain students because the school design provides individualized attention to personal BASE (behavioral, academic, social and emotional) needs. Robust programmatic strategies specifically support ED students. Tier 1, 2, and 3 interventions are rigorous, data-driven, and personalized. Plans, and data highlighting language acquisition gaps and needs. Push-in and pull-out support is provided. The spiraling curriculum and differentiated instruction are delivered using embedded co-teaching strategies which help support at-risk subpopulations. Finally, common vocabulary and classroom routines are systematized to provide a consistent approach to classroom management which helps at-risk students remain with their peers and succeed. Foundationally, YWCP strives to provide comprehensive support to the whole young woman, and this extends beyond the classroom to include field trips, clubs, athletics, counseling, and college planning. In both theory and practice, YWCP believes in meeting each student's individual needs and building trust with families as the most effective retention strategy.</p>	<p>Intensive professional development for Tier 1, 2 and 3 interventions. Student academic success fosters retention.</p>
English Language Learners	<p>YWCP works to retain students because the school design provides individualized attention to personal BASE (behavioral, academic, social and emotional) needs. Robust programmatic strategies specifically</p>	<p>Tier 1, 2, and 3 interventions are rigorous, data-driven, and personalized, and additional services are provided to ELL students in accordance with needs. Push-in and pull-out support is</p>

	<p>support ELL students. Tier 1, 2, and 3 interventions are rigorous, data-driven, and personalized, and additional services are provided to ELLs in accordance with 504 Plans, and data highlighting language acquisition gaps and needs. Push-in and pull-out support is provided. ELLs will continue to benefit from a stand-alone period with a specialist teacher as well as strategically placed second teachers throughout the school. The spiraling curriculum and differentiated instruction are delivered using embedded co-teaching strategies which help support at-risk subpopulations. Finally, common vocabulary and classroom routines are systematized to provide a consistent approach to classroom management which helps at-risk students remain with their peers and succeed. Foundationally, YWCP strives to provide comprehensive support to the whole young woman, and this extends beyond the classroom to include field trips, clubs, athletics, counseling, and college planning. In both theory and practice, YWCP believes in meeting each student's individual needs and building trust with families as the most effective retention strategy.</p>	<p>provided. ELLs will continue to benefit from a stand-alone period with a specialist teacher as well as strategically placed second teachers throughout the school</p>
<p>Students with Disabilities</p>	<p>YWCP works to retains students because the school design provides individualized attention to personal BASE (behavioral, academic, social and emotional) needs. Robust programmatic strategies specifically support SWD students. Tier 1, 2, and 3 interventions are rigorous, data-driven, and personalized, and additional services are provided to SWDs in accordance with IEPs, 504</p>	<p>Tier 1, 2, and 3 interventions are rigorous, data-driven, and personalized, and additional services are provided to SWDs in accordance with 504 Plans, IEPs and data highlighting language acquisition gaps and needs. Push-in and pull-out support is provided.</p>

Plans, and data highlighting language acquisition gaps and needs. Push-in and pull-out support is provided. Special education teachers and math and reading specialist teachers are scheduled to support SWD instruction throughout the day. The spiraling curriculum and differentiated instruction are delivered using embedded co-teaching strategies which help support at-risk subpopulations. Finally, common vocabulary and classroom routines are systematized to provide a consistent approach to classroom management which helps at-risk students remain with their peers and succeed. Foundationally, YWCP strives to provide comprehensive support to the whole young woman, and this extends beyond the classroom to include field trips, clubs, athletics, counseling, and college planning. In both theory and practice, YWCP believes in meeting each student's individual needs and building trust with families as the most effective retention strategy.

## **Entry 10 – Teacher and Administrator Attrition**

Completed - Aug 1 2022

## **Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation**

## A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### Attestation

#### Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2022

### Instructions

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## Entry 11 Uncertified Teachers

School Name:

---

# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	3.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>0.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	2
<b>Total Category C: not to exceed 5</b>	<b>2.0</b>

## TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	5

## CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	2

## CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	27

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	32

Thank you.



## Entry 12 Organization Chart

Completed - Aug 1 2022

[Instructions](#)



## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

### [YWCP Org Chart 21-22](#)

Filename: YWCP\_Org\_Chart\_21-22.pdf Size: 328.3 kB

## Entry 13 School Calendar

Completed - Aug 1 2022

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [Academic Calendar 2022-2023 Official with hours](#)

Filename: Academic\_Calendar\_2022-2023\_Offici\_pNBXpDs.pdf Size: 156.0 kB

## Entry 14 Links to Critical Documents on School Website

Completed - Aug 1 2022

### [Instructions](#)

#### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy, and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

# Form for Entry 14 Links to Critical Documents on School Website

School Name: Young Women's College Prep Charter School of Rochester

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="http://www.nysed.gov/common/nysed/files/programs/charter-schools/young_womens_college_prep_ar2021_redacted.pdf">http://www.nysed.gov/common/nysed/files/programs/charter-schools/young_womens_college_prep_ar2021_redacted.pdf</a>
2. Board meeting notices, agendas and documents	<a href="https://youngwomenscollegeprep.org/about-us/board-of-trustees/">https://youngwomenscollegeprep.org/about-us/board-of-trustees/</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000071083">https://data.nysed.gov/profile.php?instid=800000071083</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://youngwomenscollegeprep.org/wp-content/uploads/2021/07/FINALDignityForAllStudentsctGuidanceDec2017.pdf">https://youngwomenscollegeprep.org/wp-content/uploads/2021/07/FINALDignityForAllStudentsctGuidanceDec2017.pdf</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://youngwomenscollegeprep.org/wp-content/uploads/2022/08/21-22-Emergency-Response-Plan.pdf">https://youngwomenscollegeprep.org/wp-content/uploads/2022/08/21-22-Emergency-Response-Plan.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://youngwomenscollegeprep.org/wp-content/uploads/2019/04/YWCP-PolicyManual.pdf">https://youngwomenscollegeprep.org/wp-content/uploads/2019/04/YWCP-PolicyManual.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://youngwomenscollegeprep.org/wp-content/uploads/2020/10/Subject-Matter-List.pdf">https://youngwomenscollegeprep.org/wp-content/uploads/2020/10/Subject-Matter-List.pdf</a>

Thank you.



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

**Financial Statements as of  
June 30, 2022  
Together with  
Independent Auditor's Report  
and Single Audit Reports**

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

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

**TABLE OF CONTENTS  
JUNE 30, 2022**

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	<u>Page</u>
Independent Auditor's Report	
Statement of Financial Position	1
Statement of Activities and Change in Net Assets	2
Statement of Functional Expenses	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 11
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 <i>Government Auditing Standards</i>	12 - 13
Independent Auditor's Report on Compliance for Each Major Program and On Internal Control Over Compliance Required by the Uniform Guidance	14 - 16
Schedule of Expenditures of Federal Awards	17
Notes to Schedule of Expenditures of Federal Awards	18
Schedule of Findings and Questioned Costs	19

## **INDEPENDENT AUDITOR'S REPORT**

October 18, 2022

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

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

#### ***Opinion***

We have audited the accompanying financial statements of Young Women's College Prep Charter School of Rochester (the School) (a New York not-for-profit organization), which comprise the statement of financial position as of June 30, 2022, 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.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

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(Continued)

## INDEPENDENT AUDITOR'S REPORT

(Continued)

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance, regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Report on Summarized Comparative Information**

We have previously audited the School's 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 7, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

(Continued)

## INDEPENDENT AUDITOR'S REPORT

(Continued)

### Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2022 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, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the School's 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, 2022

(With Summarized Comparative Totals for 2021)

---

	<u>2022</u>	<u>2021</u>
<b>ASSETS</b>		
CURRENT ASSETS:		
Cash	\$ 678,223	\$ 1,535,381
Accounts receivable	66,017	54,261
Grants receivable	998,881	417,871
Prepaid expenses and other assets	<u>138,012</u>	<u>143,783</u>
Total current assets	1,881,133	2,151,296
INVESTMENTS	475,119	509,273
DESIGNATED CASH	100,000	100,000
PROPERTY AND EQUIPMENT, net	<u>390,675</u>	<u>194,170</u>
	<u>\$ 2,846,927</u>	<u>\$ 2,954,739</u>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES:		
Accounts payable	\$ 56,083	\$ 24,144
Due to school districts	4,302	19,831
Accrued expenses	531,913	592,037
Deferred revenue	<u>5,311</u>	<u>5,751</u>
Total current liabilities	597,609	641,763
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>2,249,318</u>	<u>2,312,976</u>
	<u>\$ 2,846,927</u>	<u>\$ 2,954,739</u>

The accompanying notes are an integral part of these statements.



# YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

## STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS

FOR THE YEAR ENDED JUNE 30, 2022

(With Summarized Comparative Totals for 2021)

	<u>2022</u>	<u>2021</u>
REVENUE AND SUPPORT:		
Public school districts	\$ 5,453,747	\$ 5,353,695
Federal and state grants	1,338,168	519,801
Other grants	-	92,629
Other	<u>7,765</u>	<u>7,585</u>
Total revenue and support	<u>6,799,680</u>	<u>5,973,710</u>
EXPENSES:		
Program -		
Regular education	6,055,741	4,891,949
Special education	<u>276,531</u>	<u>294,722</u>
Total program expenses	6,332,272	5,186,671
Management and general	<u>496,912</u>	<u>529,413</u>
Total expenses	<u>6,829,184</u>	<u>5,716,084</u>
CHANGE IN NET ASSETS FROM OPERATIONS	(29,504)	257,626
INVESTMENT INCOME (LOSS), NET	<u>(34,154)</u>	<u>9,273</u>
CHANGE IN NET ASSETS	(63,658)	266,899
NET ASSETS - beginning of year	<u>2,312,976</u>	<u>2,046,077</u>
NET ASSETS - end of year	<u>\$ 2,249,318</u>	<u>\$ 2,312,976</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, 2022**  
 (With Summarized Comparative Totals for 2021)

	Program Services				Supporting Services			Total	
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	2022	2021
Personnel services costs:									
Administrative staff personnel	\$ 519,171	\$ -	\$ -	\$ 519,171	\$ 343,726	\$ -	\$ 343,726	\$ 862,897	\$ 857,192
Instructional personnel	2,205,857	214,768	-	2,420,625	-	-	-	2,420,625	2,142,568
Non-instructional personnel	<u>329,271</u>	<u>-</u>	<u>-</u>	<u>329,271</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>329,271</u>	<u>310,836</u>
Total personnel services costs	3,054,299	214,768	-	3,269,067	343,726	-	343,726	3,612,793	3,310,596
Fringe benefits and payroll taxes	683,311	48,011	-	731,322	76,947	-	76,947	808,269	779,798
Retirement	259,448	12,112	-	271,560	10,215	-	10,215	281,775	252,172
Accounting/audit services	-	-	-	-	12,700	-	12,700	12,700	12,025
Other purchased/professional/consulting services	259,851	-	-	259,851	19,051	-	19,051	278,902	138,551
Building and land rent/lease	509,651	-	-	509,651	10,401	-	10,401	520,052	507,368
Repairs and maintenance	849	-	-	849	-	-	-	849	179
Insurance	35,631	1,640	-	37,271	21,067	-	21,067	58,338	59,109
Utilities	121,518	-	-	121,518	2,294	-	2,294	123,812	97,585
Supplies/materials	69,827	-	-	69,827	-	-	-	69,827	198,026
Equipment/furnishings	2,011	-	-	2,011	-	-	-	2,011	-
Staff development	17,599	-	-	17,599	-	-	-	17,599	20,616
Marketing/recruitment	17,910	-	-	17,910	-	-	-	17,910	20,907
Technology	44,959	-	-	44,959	-	-	-	44,959	19,170
Food service	253,111	-	-	253,111	-	-	-	253,111	29,587
Student services	485,593	-	-	485,593	-	-	-	485,593	87,024
Office expense	68,515	-	-	68,515	-	-	-	68,515	42,109
Depreciation	132,213	-	-	132,213	-	-	-	132,213	91,216
Other	<u>39,445</u>	<u>-</u>	<u>-</u>	<u>39,445</u>	<u>511</u>	<u>-</u>	<u>511</u>	<u>39,956</u>	<u>50,046</u>
	<u>\$ 6,055,741</u>	<u>\$ 276,531</u>	<u>\$ -</u>	<u>\$ 6,332,272</u>	<u>\$ 496,912</u>	<u>\$ -</u>	<u>\$ 496,912</u>	<u>\$ 6,829,184</u>	<u>\$ 5,716,084</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, 2022 (With Summarized Comparative Totals for 2021)

	<u>2022</u>	<u>2021</u>
<b>CASH FLOW FROM OPERATING ACTIVITIES:</b>		
Accounts receivable	\$ 5,441,551	\$ 5,296,866
Grant revenue	757,598	430,889
Miscellaneous sources	7,325	7,585
Payments to vendors for goods and services rendered	(2,987,667)	(2,284,293)
Payments to charter school personnel for services rendered	<u>(3,747,247)</u>	<u>(3,327,560)</u>
Net cash flow from operating activities	<u>(528,440)</u>	<u>123,487</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES:</b>		
Purchases of property and equipment	(328,718)	(37,892)
Purchases of investments	<u>-</u>	<u>(500,000)</u>
Net cash flow from investing activities	<u>(328,718)</u>	<u>(537,892)</u>
<b>CHANGE IN CASH AND DESIGNATED CASH</b>	(857,158)	(414,405)
<b>CASH AND DESIGNATED CASH - beginning of year</b>	<u>1,635,381</u>	<u>2,049,786</u>
<b>CASH AND DESIGNATED CASH - end of year</b>	<u><u>\$ 778,223</u></u>	<u><u>\$ 1,635,381</u></u>
<b>RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:</b>		
Change in net assets	\$ (63,658)	\$ 266,899
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation	132,213	91,216
Loss (gain) on investments, net	34,154	(9,273)
Changes in:		
Accounts receivable	(11,756)	(37,700)
Due to school districts	(15,529)	(28,710)
Grants receivable	(581,010)	(181,541)
Prepaid expenses and other assets	5,771	(8,768)
Accounts payable	31,939	(5,262)
Accrued expenses	(60,124)	55,755
Deferred revenue	<u>(440)</u>	<u>(19,129)</u>
Net cash flow from operating activities	<u><u>\$ (528,440)</u></u>	<u><u>\$ 123,487</u></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, 2022

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### 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 Student Leadership Network (SLN), which supports dozens of single-gender Young Women's Leadership Network (YWLN) schools nationwide serving approximately 10,000 students. The School benefits from the structured and targeted support that SLN provides for its network schools and affiliates that can be measured in college acceptance and graduation.

The School's mission is 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 began operations in September 2011 and provides educational instruction to students in seventh grade through twelfth grade. In May 2022, the School received a renewal of its charter through June 30, 2027.

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

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Basis of Accounting**

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

#### **Financial Reporting**

Net assets without donor restrictions are net assets that are not subject to donor-imposed stipulations. At June 30, 2022 and 2021, all of the School's net assets were without donor restrictions.

#### **Cash and Designated 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.

In accordance with New York State Department of Education (NYSED) regulations, the School is required to maintain funds to pay for expenses associated with the potential termination of the School or non-renewal of the School's charter. The School had designated funds totaling \$100,000 at June 30, 2022 and 2021 to satisfy this requirement.

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

### **Revenue Recognition**

Revenue from contracts with students is recognized in the fiscal year in which the academic programs are delivered. The School records per pupil tuition revenue on a per student basis at the student's resident district's allocated rate which is established and published by New York State (the State). The School recognizes tuition revenue in the period in which it satisfies its performance obligations by transferring services to its students.

The School's performance obligation relative to per pupil tuition is to provide instruction for its students over the academic year. These obligations are satisfied over the academic year as these services are provided by the School and received by the student.

Payments for per pupil tuition are recognized at the amounts to which the School expects to be entitled, and this transaction price is allocated to the service. Each academic year, the performance obligation is satisfied as the benefit of the services are consumed.

The transaction price is the student's resident district's per pupil allocated rate, as determined by the State. The rate is prorated based on the student's full time equivalent during the academic year.

Per pupil tuition is charged to the student's resident district on a bimonthly basis with six payments made during the academic year. The School expects to collect all payments due from the students' resident districts and, therefore, the School has not established an allowance for doubtful accounts.

### **Investments**

Investments are recorded at fair value, based on quoted market prices.

Investment securities are exposed to various risks, such as interest rate, market, economic conditions, world affairs, and credit risk. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the accompanying financial statements.

Investment income (loss) consists of interest and dividends, net realized and unrealized gains or losses, and investment management fees.

### **Grant Revenue and Receivable**

Grant revenue is recognized as the related costs are incurred, or when evidence of a non-conditional grant has been received. Grants subject to conditions are not recorded as income until those conditions have been met. 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, 2022 and 2021, it was determined that an allowance for uncollectible amounts was not necessary.

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

### **Fair Value**

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The School uses various valuation techniques in determining fair value. GAAP establishes a hierarchy for inputs used in measuring fair value that maximize the use of observable inputs and minimize the use of unobservable inputs by requiring that the observable inputs be used when available. The hierarchy consists of three levels based on the reliability of inputs as follows:

- Level 1 - Valuations are based on quoted prices in active markets for identical assets or liabilities that the School has the ability to access. Valuation adjustments are not applied to Level 1 instruments. Since valuations are based on quoted prices that are readily and regularly available in an active market, valuation of these products does not entail a significant degree of judgment.
- Level 2 - Valuations are based on quoted prices in markets that are not active or for which all significant inputs are observable, directly or indirectly.
- Level 3 - Valuations are based on inputs that are unobservable and significant to the overall fair value measurement.

The availability of observable inputs can vary and is affected by a wide variety of factors. To the extent that valuation is based on models or inputs that are less observable or unobservable in the market, the determination of fair value requires more judgment. Accordingly, the degree of judgment exercised by the School in determining fair value is greatest for instruments categorized in Level 3. In certain cases, the inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the level in the fair value hierarchy within which the fair value measurement in its entirety falls is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

### **Property and Equipment**

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

### **Program Services**

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

### **Expense Allocations**

The financial statements report certain categories of expenses that are attributable to one or more program or supporting functions. Those expenses include personnel service costs, fringe benefits and payroll taxes, retirement, other purchased/professional/consulting, building and land rent/lease, insurance, utilities and other expenses. Personnel service costs and retirement are directly charged based on position. Fringe benefits and payroll taxes are allocated based on the percentage of personnel services costs that are charged to each function. Other purchased/professional/consulting, building and land rent/lease, insurance, utilities and other expenses are directly charged whenever possible and appropriate and otherwise are allocated based on square footage.

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

### 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 GAAP.

### Income Taxes

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

### Comparative Information

The financial statements include certain prior year summarized comparative information in total, but not by functional expense classification. Such information does not include sufficient detail to constitute a presentation in accordance with GAAP. Accordingly, such information should be read in conjunction with the School's financial statements as of and for the year ended June 30, 2021, from which the summarized information was derived.

### Estimates

The preparation of financial statements in accordance with GAAP 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. CASH AND DESIGNATED CASH

Cash and designated cash, as reported on the statement of cash flows, consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Cash	\$ 678,223	\$ 1,535,381
Designated cash	<u>100,000</u>	<u>100,000</u>
	<u>\$ 778,223</u>	<u>\$ 1,635,381</u>

## 4. LIQUIDITY

At June 30, the School had financial assets available to meet cash needs for general expenditures one year of the statement of financial position as follows:

	<u>2022</u>	<u>2021</u>
Cash	\$ 678,223	\$ 1,535,381
Accounts receivable	66,017	54,261
Grants receivable	998,881	417,871
Investments	<u>475,119</u>	<u>509,273</u>
	<u>\$ 2,218,240</u>	<u>\$ 2,516,786</u>

The School is substantially supported by student enrollment and federal and state grants that are without contractual or donor restrictions. As part of the School's liquidity management, it structures its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

#### 4. LIQUIDITY (Continued)

The School maintains sufficient cash that is readily available for general expenditures. Additionally, the School's ability to meet its cash needs is further dependent, in part, on timely collection of its accounts receivable and grants receivable. The School's accounts receivable and grants receivable are due primarily from government funders, such as New York State and various New York State central school districts. The School employs procedures specifically designed to collect from these payers as quickly as possible.

#### 5. CONCENTRATIONS

The School's primary source of funding is obtained from the NYSED and is reported as public school district revenue in the accompanying statements of activities and change in net assets. This funding is received on a per pupil basis and was approximately 80% and 90% of the School's total revenue and support during the years ended June 30, 2022 and 2021, respectively.

#### 6. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Equipment	\$ 763,120	\$ 506,625
Property and leasehold improvements	<u>280,739</u>	<u>208,516</u>
	1,043,859	715,141
Less: Accumulated depreciation	<u>(653,184)</u>	<u>(520,971)</u>
	<u>\$ 390,675</u>	<u>\$ 194,170</u>

Depreciation expense was \$132,213 and \$91,216 for the years ended June 30, 2022 and 2021, respectively.

#### 7. INVESTMENTS

Investments are measured at fair value on a recurring basis using Level 1 inputs and consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Cash and equivalents	\$ 11,865	\$ 6,363
Mutual funds	230,353	288,297
Exchange traded funds	<u>232,901</u>	<u>214,613</u>
	<u>\$ 475,119</u>	<u>\$ 509,273</u>



**8. COMMITMENTS**

The School has a lease agreement for its current school location through June 2027. Rent expense recognized under the terms of this agreement was \$520,052 and \$507,368 for the years ended June 30, 2022 and 2021, respectively.

Future minimum payments required under the terms of this agreement is as follows for the years ending December 31:

2023	\$ 564,253
2024	586,823
2025	610,296
2026	634,708
2027	<u>660,096</u>
	<u>\$ 3,054,176</u>

**9. COVID-19**

**General**

The United States is presently in the midst of a national health emergency related to a virus, commonly known as COVID-19. The overall short and long-term consequences of COVID-19 on a national, regional, and local level are unknown. The impact of this situation specific to the School and its future results and financial position is not presently determinable.

**Elementary and Secondary School Emergency Relief Fund**

The Elementary and Secondary School Emergency Relief Fund (ESSER) was established and funded by a number of federal stimulus legislations. ESSER grants were awarded to help schools safely reopen and to sustain their safe operations as the schools addressed the COVID-19 impact on their students.

During the years ended June 30, 2022 and 2021, the School received ESSER funds totaling approximately \$883,872 and \$181,316, respectively, which has been recorded as a component of federal and state grants on the accompanying statements of activities and change in net assets.

**10. RETIREMENT PLANS**

**403(b) Retirement Plan**

The School sponsors a tax-sheltered annuity 403(b) retirement plan (the Plan) for all salaried employees. These employees are eligible to participate in the Plan upon hiring and are vested in the School's contributions upon continuation of service after the completion of one year. The School did not make any contributions to the Plan during the years ended June 30, 2022 and 2021.

**New York State Teachers' Retirement System**

The School participates in the New York State Teachers' Retirement System (TRS). This is a cost-sharing multiple-employer retirement system. TRS offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death, and disability. TRS is administered by the New York State Teachers' Retirement Board and provides retirement, disability, withdrawal, and death benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. TRS issues a publicly available financial report that contains financial statements and requirement supplementary information for the System.

## **10. RETIREMENT PLANS (Continued)**

### **New York State Teachers' Retirement System (Continued)**

TRS requires employee contributions of 3% of their annual salary for the first 10 years of service for those employees who joined the plan between July 1976 and December 2009. Participants hired between January 1, 2010 and March 31, 2012 are required to contribute 3.5% of their annual salary, and participants hired after April 1, 2012 are required to contribute between 3% and 6% of the annual salary, depending on their reportable salary. Participants hired after January 1, 2010 are required to contribute throughout the active membership in TRS. No employee contribution is required for those hired prior to July 1976. Pursuant to Article 11 of the Education Law, an actuarially determined contribution rate is established annually by the New York State Teachers' Retirement Board. The rate for the years ended June 30, 2022 and 2021, respectively, was 9.80% and 9.53% of the annual covered payroll. The School's required contribution was \$281,775 and \$252,172 for the years ended June 30, 2022 and 2021, respectively.

## **11. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through October 18, 2022, 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 18, 2022

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Young Women's College Prep Charter School of Rochester (the School) (a New York not-for-profit organization), which comprise the statement of financial position as of June 30, 2022, 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, and have issued our report thereon dated October 18, 2022.

**Report on 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) 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 entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

**Report on 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

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

*Bonadio & Co., LLP*

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

October 18, 2022

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

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Young Women's College Prep Charter School of Rochester's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

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(Continued)

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

(Continued)

***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

(Continued)

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

(Continued)

**Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Bonadio & Co., LLP*

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

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2022**

<u>Federal Grantor/Program Title</u>	<u>Assistance Listing Number</u>	<u>Contract/Grant Number</u>	<u>Expenditures of Federal Awards</u>
U.S. Department of Agriculture:			
Passed through from the New York State Department of Health - National School Lunch Program	10.555	N/A	\$ <u>199,867</u>
U.S. Department of Education:			
Passed through New York State Department of Education:			
Education Stabilization Fund:			
COVID-19 - Elementary and Secondary School Emergency Relief (ESSER) Fund	84.425D	5890-21-4910	12,399
COVID-19 - Elementary and Secondary School Emergency Relief (ESSER) Fund	84.425D	5891-21-4910	640,819
COVID-19 - Elementary and Secondary School Emergency Relief (ARP ESSER) Fund	84.425U	5880-21-4910	<u>230,654</u>
Total Education Stabilization Fund			883,872
Title I Grants to Local Education Agencies (LEA)	84.010A	0021-22-4910	208,035
Supporting Effective Instruction State Grant Title II	84.367A	0147-22-4910	26,903
Student Support and Academic Enrichment Grant Title IV	84.424A	0204-22-4910	15,278
Special Education - Grants to States (IDEA Funding)	84.027	N/A	<u>55,163</u>
Total U.S. Department of Education			<u>1,189,251</u>
			<u>\$ 1,389,118</u>

The accompanying notes are an integral part of this schedule.



# YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2022

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### 1. GENERAL

The accompanying schedule of expenditures of federal awards (the Schedule) summarizes the federal award activity of Young Women's College Prep Charter School of Rochester (the School) under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the School's operations, it is not intended to, and does not, present the financial position, change in net assets, or cash flows of the School.

### 2. BASIS OF ACCOUNTING

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

### 3. INDIRECT COST RATE

The School has elected not to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

# YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2022

---

### A. SUMMARY OF AUDITOR'S RESULTS

1. The Independent Auditor's Report expresses an unmodified opinion on whether the financial statements of Young Women's College Prep Charter School of Rochester (the School) are prepared in accordance with accounting principles generally accepted in the United States of America.
2. No material weaknesses or significant deficiencies related to the audit of the School's financial statements are reported in the 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*.
3. No instances of noncompliance material to the financial statements of the School, which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No material weaknesses or significant deficiencies relating to the audit of the major federal award programs are reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.
5. The Independent Auditor's Report on Compliance for Each Major Federal Program for the School expresses an unmodified opinion.
6. There were no audit findings that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance.
7. The programs tested as major programs were:  
  
U.S. Department of Education:
  - ALN 84.425D Elementary and Secondary School Emergency Relief (ESSER) Fund
  - ALN 84.425U Elementary and Secondary School Emergency Relief (ARP ESSER) Fund
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. The School was determined to not be a low-risk auditee.

### B. FINDINGS - FINANCIAL STATEMENT AUDIT

None.

### C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARDS PROGRAM

None.



FOR INQUIRIES CALL: HENRIETTA  
(585) 427-2906

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

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	
ACCOUNT NUMBER	STATEMENT PERIOD
[REDACTED]	09/01/22 - 09/30/22
BEGINNING BALANCE	\$100,000.00
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,000.00

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
09/01/2022	BEGINNING BALANCE			\$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

# HOW TO BALANCE YOUR M&T BANK ACCOUNT

**TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1, 2, & 3.**

**STEP 1** Place a checkmark ( ✓ ) beside each item listed on this statement which has a corresponding entry in your register.  
Also place a checkmark next to the item in your register.

**STEP 2** Add to your register:  
(a) Any deposits and other credits shown on this statement which you have not already entered.  
(b) Any interest this statement shows credited to your account.

**STEP 3** Subtract from your register:  
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.  
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.  
(c) Any service charges shown on this statement which you have not already subtracted.

## TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

**STEP 4** List any outstanding checks or debits written in your register, but not yet appearing on your statement.

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
1	\$
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
SUBTOTAL OF COLUMN 1	\$

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
13	\$
14	
15	
16	
17	
18	
19	
20	
21	
22	
SUBTOTAL OF COLUMN 2	
SUBTOTAL OF COLUMN 1 +	
TOTAL OUTSTANDING CHECKS AND DEBITS	\$

**STEP 5** Enter on this line the **Ending Balance** shown in the summary on the front of this statement.

\$	
----	--

**STEP 6** Enter the total of any deposits or other credits shown on your register which are not shown on this statement.

\$	
----	--

**STEP 7** Enter the total of **STEPS 5 & 6**.

\$	
----	--

**STEP 8** Enter **TOTAL OUTSTANDING CHECKS & DEBITS** (from **STEP 4**).

\$	
----	--

**STEP 9** Subtract **STEP 8** from **STEP 7** and enter the difference here.

\$	
----	--

This amount should be your current account balance.

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.



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

**Financial Statements as of  
June 30, 2022  
Together with  
Independent Auditor's Report  
and Single Audit Reports**

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

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

**TABLE OF CONTENTS  
JUNE 30, 2022**

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	<u>Page</u>
Independent Auditor's Report	
Statement of Financial Position	1
Statement of Activities and Change in Net Assets	2
Statement of Functional Expenses	3
Statement of Cash Flows	4
Notes to Financial Statements	5 - 11
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 <i>Government Auditing Standards</i>	12 - 13
Independent Auditor's Report on Compliance for Each Major Program and On Internal Control Over Compliance Required by the Uniform Guidance	14 - 16
Schedule of Expenditures of Federal Awards	17
Notes to Schedule of Expenditures of Federal Awards	18
Schedule of Findings and Questioned Costs	19

## **INDEPENDENT AUDITOR'S REPORT**

October 18, 2022

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

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

#### ***Opinion***

We have audited the accompanying financial statements of Young Women's College Prep Charter School of Rochester (the School) (a New York not-for-profit organization), which comprise the statement of financial position as of June 30, 2022, 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.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

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(Continued)

## INDEPENDENT AUDITOR'S REPORT

(Continued)

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance, regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Report on Summarized Comparative Information**

We have previously audited the School's 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 7, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

(Continued)



## INDEPENDENT AUDITOR'S REPORT

(Continued)

### Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2022 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, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the School's 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, 2022

(With Summarized Comparative Totals for 2021)

---

	<u>2022</u>	<u>2021</u>
<b>ASSETS</b>		
CURRENT ASSETS:		
Cash	\$ 678,223	\$ 1,535,381
Accounts receivable	66,017	54,261
Grants receivable	998,881	417,871
Prepaid expenses and other assets	<u>138,012</u>	<u>143,783</u>
Total current assets	1,881,133	2,151,296
INVESTMENTS	475,119	509,273
DESIGNATED CASH	100,000	100,000
PROPERTY AND EQUIPMENT, net	<u>390,675</u>	<u>194,170</u>
	<u>\$ 2,846,927</u>	<u>\$ 2,954,739</u>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES:		
Accounts payable	\$ 56,083	\$ 24,144
Due to school districts	4,302	19,831
Accrued expenses	531,913	592,037
Deferred revenue	<u>5,311</u>	<u>5,751</u>
Total current liabilities	597,609	641,763
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>2,249,318</u>	<u>2,312,976</u>
	<u>\$ 2,846,927</u>	<u>\$ 2,954,739</u>

The accompanying notes are an integral part of these statements.

# YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

## STATEMENT OF ACTIVITIES AND CHANGE IN NET ASSETS

FOR THE YEAR ENDED JUNE 30, 2022

(With Summarized Comparative Totals for 2021)

	<u>2022</u>	<u>2021</u>
REVENUE AND SUPPORT:		
Public school districts	\$ 5,453,747	\$ 5,353,695
Federal and state grants	1,338,168	519,801
Other grants	-	92,629
Other	<u>7,765</u>	<u>7,585</u>
Total revenue and support	<u>6,799,680</u>	<u>5,973,710</u>
EXPENSES:		
Program -		
Regular education	6,055,741	4,891,949
Special education	<u>276,531</u>	<u>294,722</u>
Total program expenses	6,332,272	5,186,671
Management and general	<u>496,912</u>	<u>529,413</u>
Total expenses	<u>6,829,184</u>	<u>5,716,084</u>
CHANGE IN NET ASSETS FROM OPERATIONS	(29,504)	257,626
INVESTMENT INCOME (LOSS), NET	<u>(34,154)</u>	<u>9,273</u>
CHANGE IN NET ASSETS	(63,658)	266,899
NET ASSETS - beginning of year	<u>2,312,976</u>	<u>2,046,077</u>
NET ASSETS - end of year	<u>\$ 2,249,318</u>	<u>\$ 2,312,976</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, 2022**

(With Summarized Comparative Totals for 2021)

	Program Services				Supporting Services			Total	
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	2022	2021
Personnel services costs:									
Administrative staff personnel	\$ 519,171	\$ -	\$ -	\$ 519,171	\$ 343,726	\$ -	\$ 343,726	\$ 862,897	\$ 857,192
Instructional personnel	2,205,857	214,768	-	2,420,625	-	-	-	2,420,625	2,142,568
Non-instructional personnel	329,271	-	-	329,271	-	-	-	329,271	310,836
Total personnel services costs	3,054,299	214,768	-	3,269,067	343,726	-	343,726	3,612,793	3,310,596
Fringe benefits and payroll taxes	683,311	48,011	-	731,322	76,947	-	76,947	808,269	779,798
Retirement	259,448	12,112	-	271,560	10,215	-	10,215	281,775	252,172
Accounting/audit services	-	-	-	-	12,700	-	12,700	12,700	12,025
Other purchased/professional/consulting services	259,851	-	-	259,851	19,051	-	19,051	278,902	138,551
Building and land rent/lease	509,651	-	-	509,651	10,401	-	10,401	520,052	507,368
Repairs and maintenance	849	-	-	849	-	-	-	849	179
Insurance	35,631	1,640	-	37,271	21,067	-	21,067	58,338	59,109
Utilities	121,518	-	-	121,518	2,294	-	2,294	123,812	97,585
Supplies/materials	69,827	-	-	69,827	-	-	-	69,827	198,026
Equipment/furnishings	2,011	-	-	2,011	-	-	-	2,011	-
Staff development	17,599	-	-	17,599	-	-	-	17,599	20,616
Marketing/recruitment	17,910	-	-	17,910	-	-	-	17,910	20,907
Technology	44,959	-	-	44,959	-	-	-	44,959	19,170
Food service	253,111	-	-	253,111	-	-	-	253,111	29,587
Student services	485,593	-	-	485,593	-	-	-	485,593	87,024
Office expense	68,515	-	-	68,515	-	-	-	68,515	42,109
Depreciation	132,213	-	-	132,213	-	-	-	132,213	91,216
Other	39,445	-	-	39,445	511	-	511	39,956	50,046
	<u>\$ 6,055,741</u>	<u>\$ 276,531</u>	<u>\$ -</u>	<u>\$ 6,332,272</u>	<u>\$ 496,912</u>	<u>\$ -</u>	<u>\$ 496,912</u>	<u>\$ 6,829,184</u>	<u>\$ 5,716,084</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, 2022

(With Summarized Comparative Totals for 2021)

	<u>2022</u>	<u>2021</u>
CASH FLOW FROM OPERATING ACTIVITIES:		
Accounts receivable	\$ 5,441,551	\$ 5,296,866
Grant revenue	757,598	430,889
Miscellaneous sources	7,325	7,585
Payments to vendors for goods and services rendered	(2,987,667)	(2,284,293)
Payments to charter school personnel for services rendered	<u>(3,747,247)</u>	<u>(3,327,560)</u>
Net cash flow from operating activities	<u>(528,440)</u>	<u>123,487</u>
CASH FLOW FROM INVESTING ACTIVITIES:		
Purchases of property and equipment	(328,718)	(37,892)
Purchases of investments	<u>-</u>	<u>(500,000)</u>
Net cash flow from investing activities	<u>(328,718)</u>	<u>(537,892)</u>
CHANGE IN CASH AND DESIGNATED CASH	(857,158)	(414,405)
CASH AND DESIGNATED CASH - beginning of year	<u>1,635,381</u>	<u>2,049,786</u>
CASH AND DESIGNATED CASH - end of year	<u>\$ 778,223</u>	<u>\$ 1,635,381</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:		
Change in net assets	\$ (63,658)	\$ 266,899
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation	132,213	91,216
Loss (gain) on investments, net	34,154	(9,273)
Changes in:		
Accounts receivable	(11,756)	(37,700)
Due to school districts	(15,529)	(28,710)
Grants receivable	(581,010)	(181,541)
Prepaid expenses and other assets	5,771	(8,768)
Accounts payable	31,939	(5,262)
Accrued expenses	(60,124)	55,755
Deferred revenue	<u>(440)</u>	<u>(19,129)</u>
Net cash flow from operating activities	<u>\$ (528,440)</u>	<u>\$ 123,487</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, 2022

---

### 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 Student Leadership Network (SLN), which supports dozens of single-gender Young Women's Leadership Network (YWLN) schools nationwide serving approximately 10,000 students. The School benefits from the structured and targeted support that SLN provides for its network schools and affiliates that can be measured in college acceptance and graduation.

The School's mission is 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 began operations in September 2011 and provides educational instruction to students in seventh grade through twelfth grade. In May 2022, the School received a renewal of its charter through June 30, 2027.

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

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Basis of Accounting**

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

#### **Financial Reporting**

Net assets without donor restrictions are net assets that are not subject to donor-imposed stipulations. At June 30, 2022 and 2021, all of the School's net assets were without donor restrictions.

#### **Cash and Designated 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.

In accordance with New York State Department of Education (NYSED) regulations, the School is required to maintain funds to pay for expenses associated with the potential termination of the School or non-renewal of the School's charter. The School had designated funds totaling \$100,000 at June 30, 2022 and 2021 to satisfy this requirement.

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

### **Revenue Recognition**

Revenue from contracts with students is recognized in the fiscal year in which the academic programs are delivered. The School records per pupil tuition revenue on a per student basis at the student's resident district's allocated rate which is established and published by New York State (the State). The School recognizes tuition revenue in the period in which it satisfies its performance obligations by transferring services to its students.

The School's performance obligation relative to per pupil tuition is to provide instruction for its students over the academic year. These obligations are satisfied over the academic year as these services are provided by the School and received by the student.

Payments for per pupil tuition are recognized at the amounts to which the School expects to be entitled, and this transaction price is allocated to the service. Each academic year, the performance obligation is satisfied as the benefit of the services are consumed.

The transaction price is the student's resident district's per pupil allocated rate, as determined by the State. The rate is prorated based on the student's full time equivalent during the academic year.

Per pupil tuition is charged to the student's resident district on a bimonthly basis with six payments made during the academic year. The School expects to collect all payments due from the students' resident districts and, therefore, the School has not established an allowance for doubtful accounts.

### **Investments**

Investments are recorded at fair value, based on quoted market prices.

Investment securities are exposed to various risks, such as interest rate, market, economic conditions, world affairs, and credit risk. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the accompanying financial statements.

Investment income (loss) consists of interest and dividends, net realized and unrealized gains or losses, and investment management fees.

### **Grant Revenue and Receivable**

Grant revenue is recognized as the related costs are incurred, or when evidence of a non-conditional grant has been received. Grants subject to conditions are not recorded as income until those conditions have been met. 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, 2022 and 2021, it was determined that an allowance for uncollectible amounts was not necessary.

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

### **Fair Value**

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The School uses various valuation techniques in determining fair value. GAAP establishes a hierarchy for inputs used in measuring fair value that maximize the use of observable inputs and minimize the use of unobservable inputs by requiring that the observable inputs be used when available. The hierarchy consists of three levels based on the reliability of inputs as follows:

- Level 1 - Valuations are based on quoted prices in active markets for identical assets or liabilities that the School has the ability to access. Valuation adjustments are not applied to Level 1 instruments. Since valuations are based on quoted prices that are readily and regularly available in an active market, valuation of these products does not entail a significant degree of judgment.
- Level 2 - Valuations are based on quoted prices in markets that are not active or for which all significant inputs are observable, directly or indirectly.
- Level 3 - Valuations are based on inputs that are unobservable and significant to the overall fair value measurement.

The availability of observable inputs can vary and is affected by a wide variety of factors. To the extent that valuation is based on models or inputs that are less observable or unobservable in the market, the determination of fair value requires more judgment. Accordingly, the degree of judgment exercised by the School in determining fair value is greatest for instruments categorized in Level 3. In certain cases, the inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the level in the fair value hierarchy within which the fair value measurement in its entirety falls is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

### **Property and Equipment**

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

### **Program Services**

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

### **Expense Allocations**

The financial statements report certain categories of expenses that are attributable to one or more program or supporting functions. Those expenses include personnel service costs, fringe benefits and payroll taxes, retirement, other purchased/professional/consulting, building and land rent/lease, insurance, utilities and other expenses. Personnel service costs and retirement are directly charged based on position. Fringe benefits and payroll taxes are allocated based on the percentage of personnel services costs that are charged to each function. Other purchased/professional/consulting, building and land rent/lease, insurance, utilities and other expenses are directly charged whenever possible and appropriate and otherwise are allocated based on square footage.



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

### 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 GAAP.

### Income Taxes

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

### Comparative Information

The financial statements include certain prior year summarized comparative information in total, but not by functional expense classification. Such information does not include sufficient detail to constitute a presentation in accordance with GAAP. Accordingly, such information should be read in conjunction with the School's financial statements as of and for the year ended June 30, 2021, from which the summarized information was derived.

### Estimates

The preparation of financial statements in accordance with GAAP 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. CASH AND DESIGNATED CASH

Cash and designated cash, as reported on the statement of cash flows, consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Cash	\$ 678,223	\$ 1,535,381
Designated cash	<u>100,000</u>	<u>100,000</u>
	<u>\$ 778,223</u>	<u>\$ 1,635,381</u>

## 4. LIQUIDITY

At June 30, the School had financial assets available to meet cash needs for general expenditures one year of the statement of financial position as follows:

	<u>2022</u>	<u>2021</u>
Cash	\$ 678,223	\$ 1,535,381
Accounts receivable	66,017	54,261
Grants receivable	998,881	417,871
Investments	<u>475,119</u>	<u>509,273</u>
	<u>\$ 2,218,240</u>	<u>\$ 2,516,786</u>

The School is substantially supported by student enrollment and federal and state grants that are without contractual or donor restrictions. As part of the School's liquidity management, it structures its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

#### 4. LIQUIDITY (Continued)

The School maintains sufficient cash that is readily available for general expenditures. Additionally, the School's ability to meet its cash needs is further dependent, in part, on timely collection of its accounts receivable and grants receivable. The School's accounts receivable and grants receivable are due primarily from government funders, such as New York State and various New York State central school districts. The School employs procedures specifically designed to collect from these payers as quickly as possible.

#### 5. CONCENTRATIONS

The School's primary source of funding is obtained from the NYSED and is reported as public school district revenue in the accompanying statements of activities and change in net assets. This funding is received on a per pupil basis and was approximately 80% and 90% of the School's total revenue and support during the years ended June 30, 2022 and 2021, respectively.

#### 6. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Equipment	\$ 763,120	\$ 506,625
Property and leasehold improvements	<u>280,739</u>	<u>208,516</u>
	1,043,859	715,141
Less: Accumulated depreciation	<u>(653,184)</u>	<u>(520,971)</u>
	<u>\$ 390,675</u>	<u>\$ 194,170</u>

Depreciation expense was \$132,213 and \$91,216 for the years ended June 30, 2022 and 2021, respectively.

#### 7. INVESTMENTS

Investments are measured at fair value on a recurring basis using Level 1 inputs and consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Cash and equivalents	\$ 11,865	\$ 6,363
Mutual funds	230,353	288,297
Exchange traded funds	<u>232,901</u>	<u>214,613</u>
	<u>\$ 475,119</u>	<u>\$ 509,273</u>

**8. COMMITMENTS**

The School has a lease agreement for its current school location through June 2027. Rent expense recognized under the terms of this agreement was \$520,052 and \$507,368 for the years ended June 30, 2022 and 2021, respectively.

Future minimum payments required under the terms of this agreement is as follows for the years ending December 31:

2023	\$ 564,253
2024	586,823
2025	610,296
2026	634,708
2027	<u>660,096</u>
	<u>\$ 3,054,176</u>

**9. COVID-19**

**General**

The United States is presently in the midst of a national health emergency related to a virus, commonly known as COVID-19. The overall short and long-term consequences of COVID-19 on a national, regional, and local level are unknown. The impact of this situation specific to the School and its future results and financial position is not presently determinable.

**Elementary and Secondary School Emergency Relief Fund**

The Elementary and Secondary School Emergency Relief Fund (ESSER) was established and funded by a number of federal stimulus legislations. ESSER grants were awarded to help schools safely reopen and to sustain their safe operations as the schools addressed the COVID-19 impact on their students.

During the years ended June 30, 2022 and 2021, the School received ESSER funds totaling approximately \$883,872 and \$181,316, respectively, which has been recorded as a component of federal and state grants on the accompanying statements of activities and change in net assets.

**10. RETIREMENT PLANS**

**403(b) Retirement Plan**

The School sponsors a tax-sheltered annuity 403(b) retirement plan (the Plan) for all salaried employees. These employees are eligible to participate in the Plan upon hiring and are vested in the School's contributions upon continuation of service after the completion of one year. The School did not make any contributions to the Plan during the years ended June 30, 2022 and 2021.

**New York State Teachers' Retirement System**

The School participates in the New York State Teachers' Retirement System (TRS). This is a cost-sharing multiple-employer retirement system. TRS offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death, and disability. TRS is administered by the New York State Teachers' Retirement Board and provides retirement, disability, withdrawal, and death benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. TRS issues a publicly available financial report that contains financial statements and requirement supplementary information for the System.

## **10. RETIREMENT PLANS (Continued)**

### **New York State Teachers' Retirement System (Continued)**

TRS requires employee contributions of 3% of their annual salary for the first 10 years of service for those employees who joined the plan between July 1976 and December 2009. Participants hired between January 1, 2010 and March 31, 2012 are required to contribute 3.5% of their annual salary, and participants hired after April 1, 2012 are required to contribute between 3% and 6% of the annual salary, depending on their reportable salary. Participants hired after January 1, 2010 are required to contribute throughout the active membership in TRS. No employee contribution is required for those hired prior to July 1976. Pursuant to Article 11 of the Education Law, an actuarially determined contribution rate is established annually by the New York State Teachers' Retirement Board. The rate for the years ended June 30, 2022 and 2021, respectively, was 9.80% and 9.53% of the annual covered payroll. The School's required contribution was \$281,775 and \$252,172 for the years ended June 30, 2022 and 2021, respectively.

## **11. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through October 18, 2022, 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 18, 2022

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Young Women's College Prep Charter School of Rochester (the School) (a New York not-for-profit organization), which comprise the statement of financial position as of June 30, 2022, 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, and have issued our report thereon dated October 18, 2022.

**Report on 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) 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 entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

**Report on 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

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

*Bonadio & Co., LLP*

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

October 18, 2022

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

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Young Women's College Prep Charter School of Rochester's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2022. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

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(Continued)

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

(Continued)

***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

(Continued)



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

(Continued)

**Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Bonadio & Co., LLP*

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

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2022**

<u>Federal Grantor/Program Title</u>	<u>Assistance Listing Number</u>	<u>Contract/Grant Number</u>	<u>Expenditures of Federal Awards</u>
U.S. Department of Agriculture:			
Passed through from the New York State Department of Health - National School Lunch Program	10.555	N/A	\$ <u>199,867</u>
U.S. Department of Education:			
Passed through New York State Department of Education:			
Education Stabilization Fund:			
COVID-19 - Elementary and Secondary School Emergency Relief (ESSER) Fund	84.425D	5890-21-4910	12,399
COVID-19 - Elementary and Secondary School Emergency Relief (ESSER) Fund	84.425D	5891-21-4910	640,819
COVID-19 - Elementary and Secondary School Emergency Relief (ARP ESSER) Fund	84.425U	5880-21-4910	<u>230,654</u>
Total Education Stabilization Fund			883,872
Title I Grants to Local Education Agencies (LEA)	84.010A	0021-22-4910	208,035
Supporting Effective Instruction State Grant Title II	84.367A	0147-22-4910	26,903
Student Support and Academic Enrichment Grant Title IV	84.424A	0204-22-4910	15,278
Special Education - Grants to States (IDEA Funding)	84.027	N/A	<u>55,163</u>
Total U.S. Department of Education			<u>1,189,251</u>
			<u>\$ 1,389,118</u>

The accompanying notes are an integral part of this schedule.

# YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2022

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### 1. GENERAL

The accompanying schedule of expenditures of federal awards (the Schedule) summarizes the federal award activity of Young Women's College Prep Charter School of Rochester (the School) under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the School's operations, it is not intended to, and does not, present the financial position, change in net assets, or cash flows of the School.

### 2. BASIS OF ACCOUNTING

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

### 3. INDIRECT COST RATE

The School has elected not to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

# YOUNG WOMEN'S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2022

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### A. SUMMARY OF AUDITOR'S RESULTS

1. The Independent Auditor's Report expresses an unmodified opinion on whether the financial statements of Young Women's College Prep Charter School of Rochester (the School) are prepared in accordance with accounting principles generally accepted in the United States of America.
2. No material weaknesses or significant deficiencies related to the audit of the School's financial statements are reported in the 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*.
3. No instances of noncompliance material to the financial statements of the School, which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No material weaknesses or significant deficiencies relating to the audit of the major federal award programs are reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.
5. The Independent Auditor's Report on Compliance for Each Major Federal Program for the School expresses an unmodified opinion.
6. There were no audit findings that are required to be reported in accordance with Section 200.516(a) of the Uniform Guidance.
7. The programs tested as major programs were:  
  
U.S. Department of Education:
  - ALN 84.425D Elementary and Secondary School Emergency Relief (ESSER) Fund
  - ALN 84.425U Elementary and Secondary School Emergency Relief (ARP ESSER) Fund
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. The School was determined to not be a low-risk auditee.

### B. FINDINGS - FINANCIAL STATEMENT AUDIT

None.

### C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARDS PROGRAM

None.



**Barbara Hasler  
Business Office**

A corrective action plan for audit findings and management letter recommendations were not required based on our audit report.

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jennifer Alton

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School of Rochester

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*Chair, Executive Committee, Performance Eval Committee*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

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

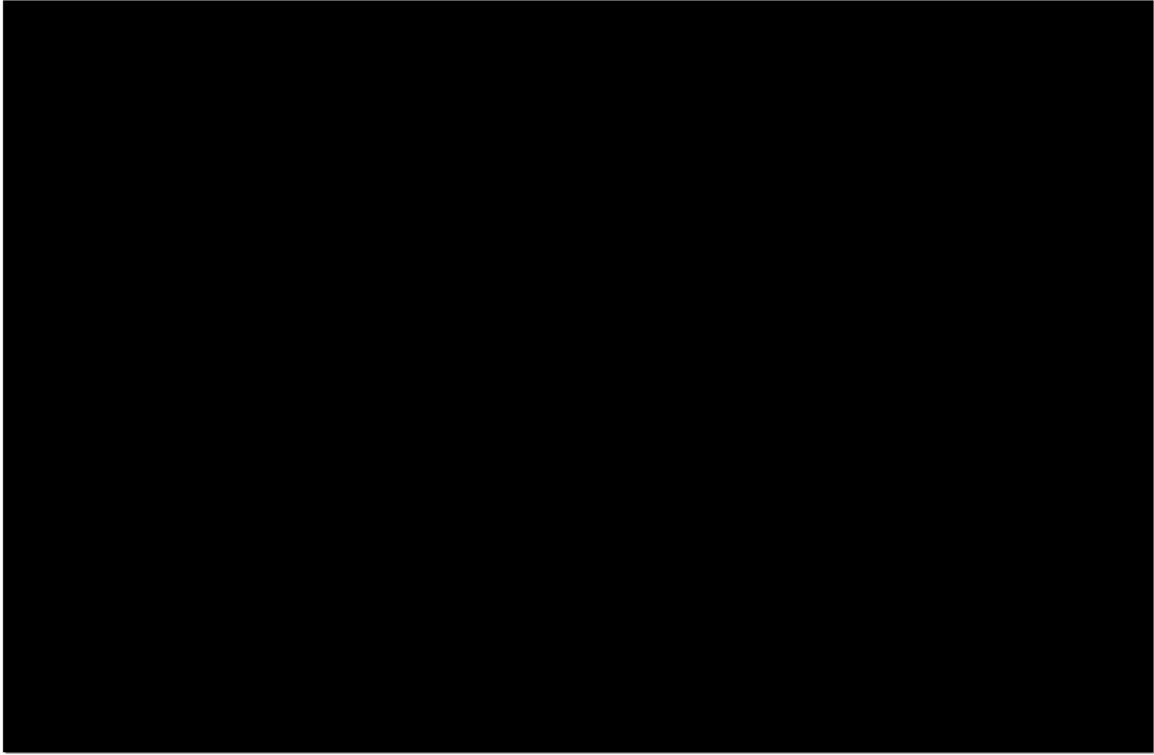


7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or Immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



 7/5/2022  
**Signature** **Date**

- Acceptable signature formats include:
- Digitally certified PDF signature
  - Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Erin Duffy Kruss

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**Name of Charter School Education Corporation:**

Young Women's College Prep (YWCP)

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Scholarship Committee Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

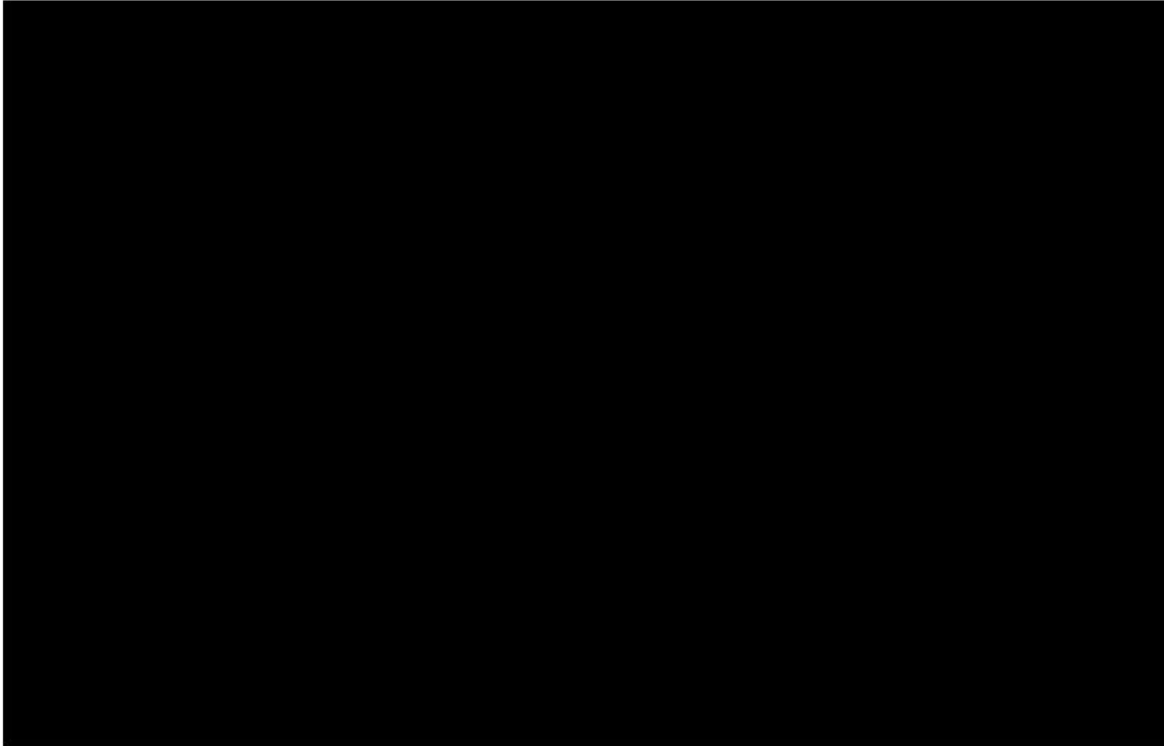
**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

Young Women's College Prep (YWCP)

- Erin Duffy Kruss

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Authentisign  
*Erin D Kruss*

07/25/22

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**Charles Falcón

---

**Name of Charter School Education Corporation:**Young Women's College Prep Charter School of Rochester

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Trustees

Treasurer

Leader of the Finance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

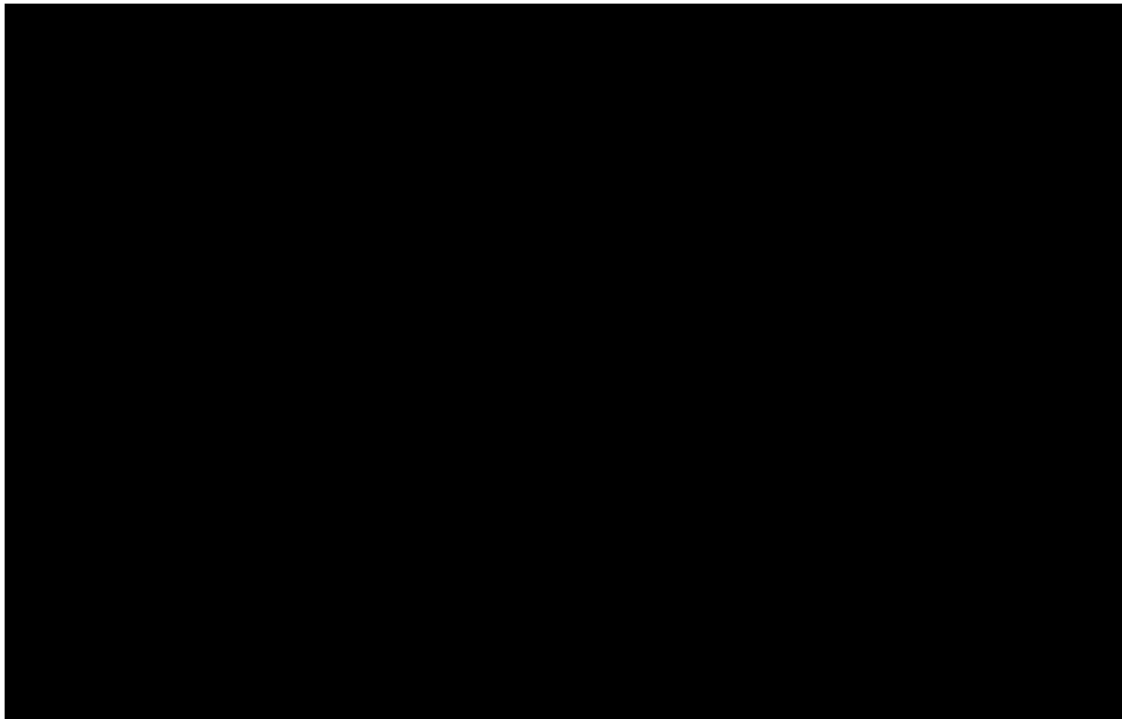
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



**Charles Falcón** Digitally signed by Charles Falcón  
Date: 2022.07.08 13:50:14 -04'00'

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Melisa Geska

---

**Name of Charter School Education Corporation:**

Young Women's College Prep

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

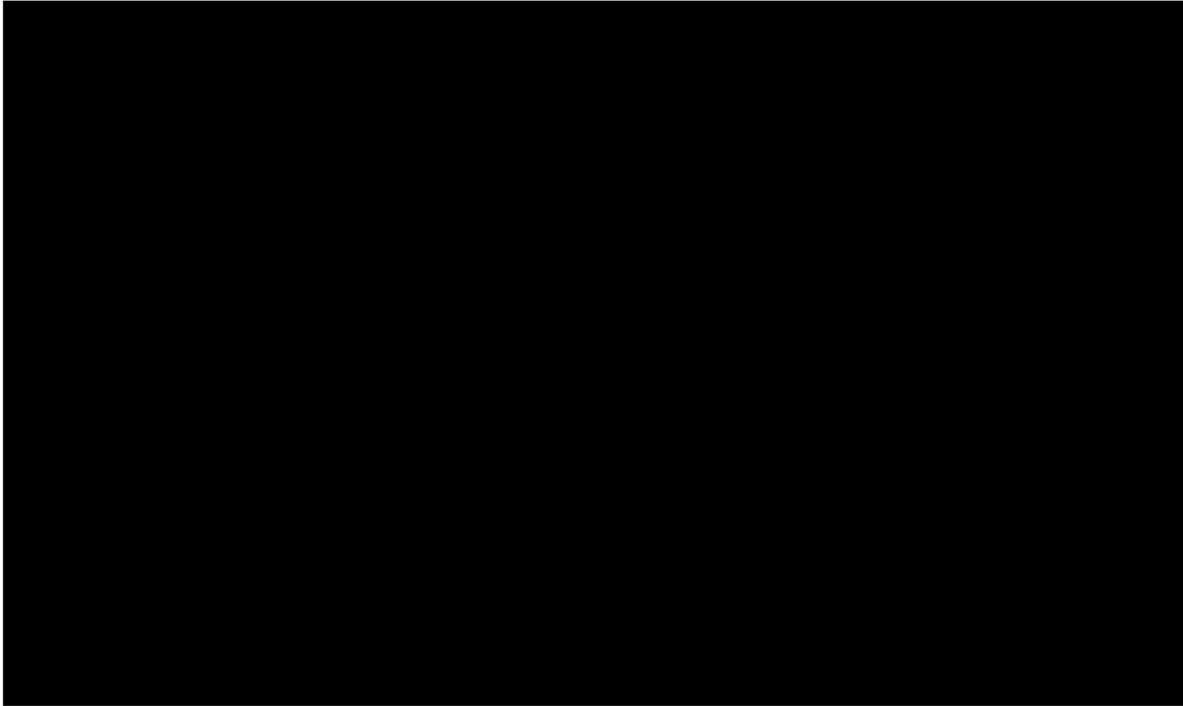
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



**Melissa Geska** Digitally signed by Melissa Geska  
Date: 2022.07.28 17:25:24  
-04'00' 07/27/2022

---

**Signature** **Date**

- Acceptable signature formats include:
- Digitally certified PDF signature
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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Julia E. Green

---

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School of Rochester

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Vice chair; chair of Governance Committee.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

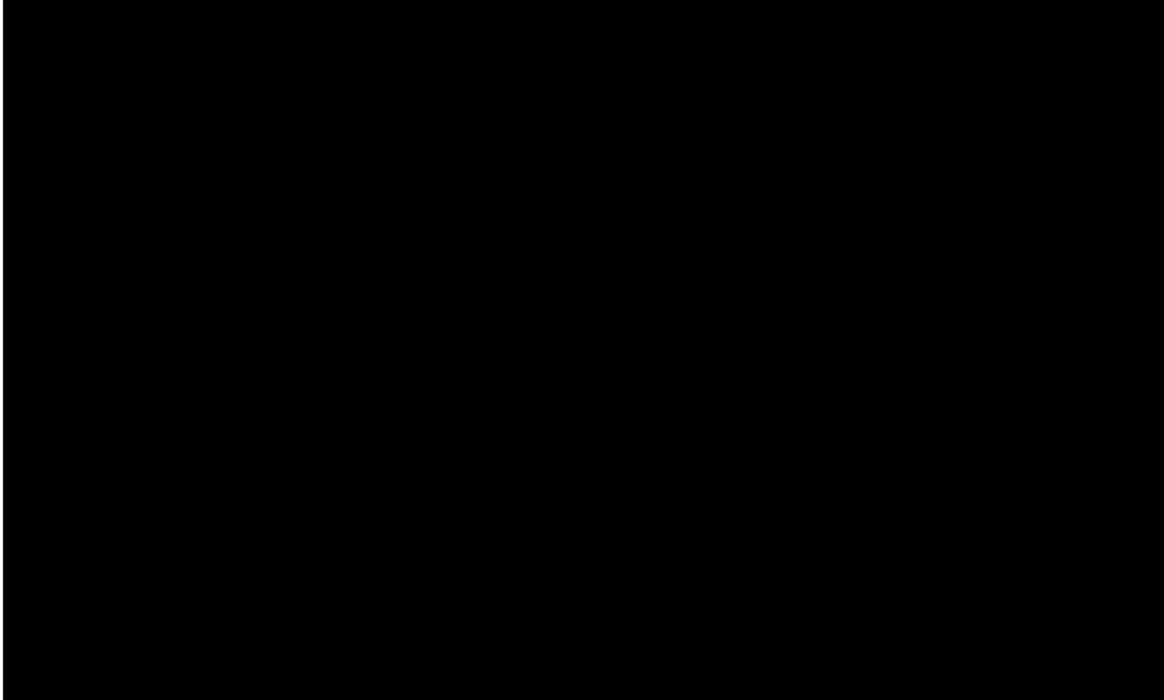
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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*Julia E. Green* 7/8/22  
\_\_\_\_\_  
**Signature** **Date**

- Acceptable signature formats include:
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**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Nadine D Hylton

---

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

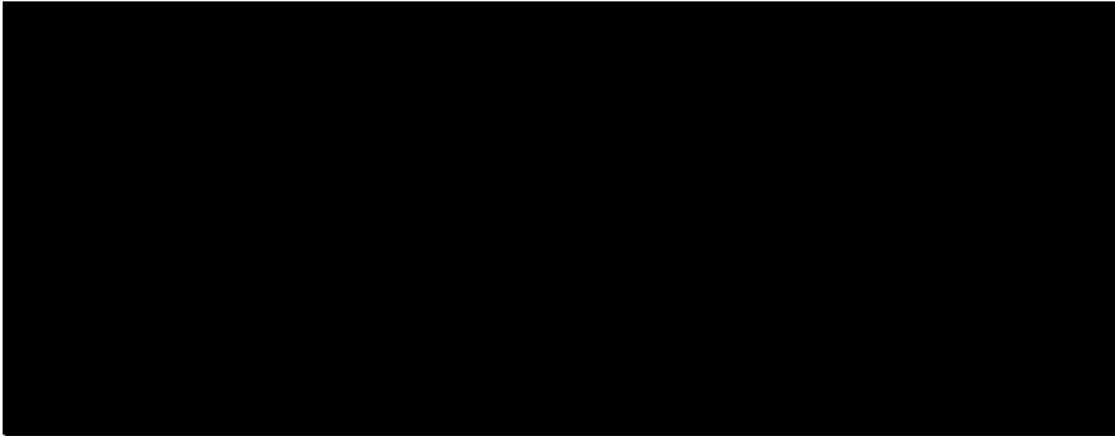
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE	NONE	NONE	NONE

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

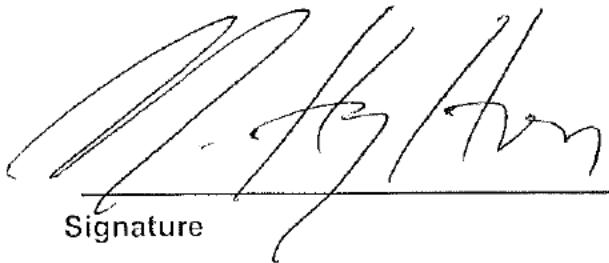


Home Telephone:

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Home Address:

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Signature

JULY 26 / 2022

Date

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jennifer Jovcevski

---

**Name of Charter School Education Corporation:**

Young Womens College Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

1. Board of Trustees member
2. Governance Committee Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

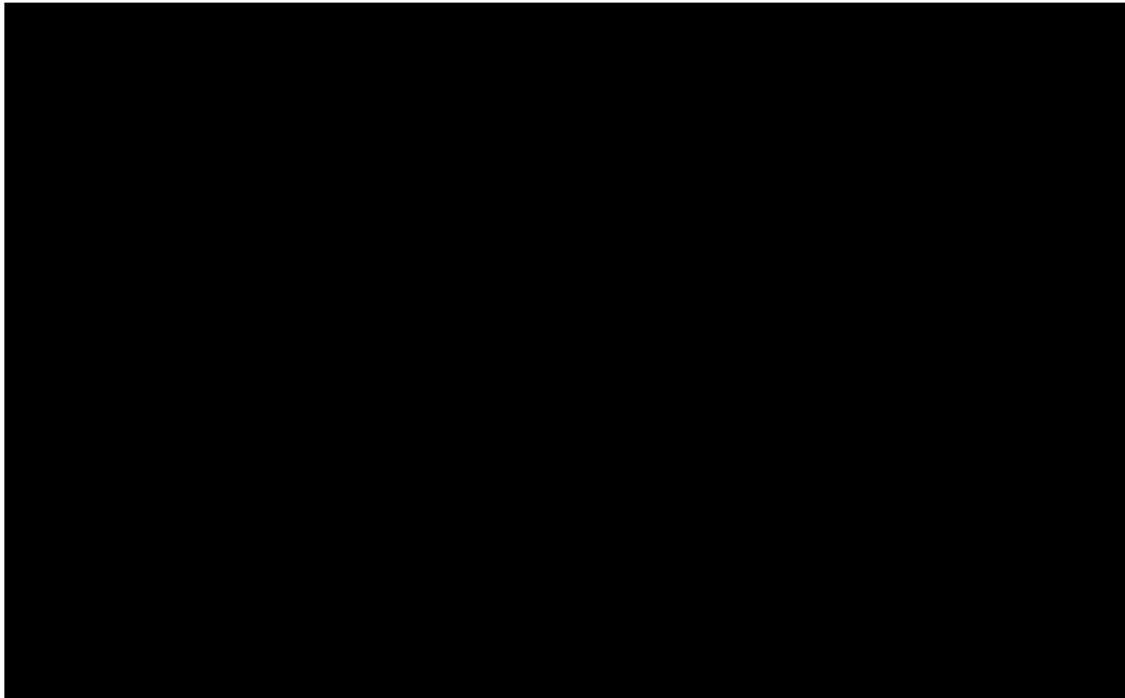
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



Jovcevski, Jennifer Digitally signed by: Jovcevski, Jennifer  
DN: CN = Jovcevski, Jennifer email =  
jovcevski@nixonpeabody.com  
Date: 2022.07.05 09:23:18 -04'00'

7/5/22

**Signature**

**Date**

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Kristin M. Lowe

---

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School of Rochester

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board member, 2018 - February 2022

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

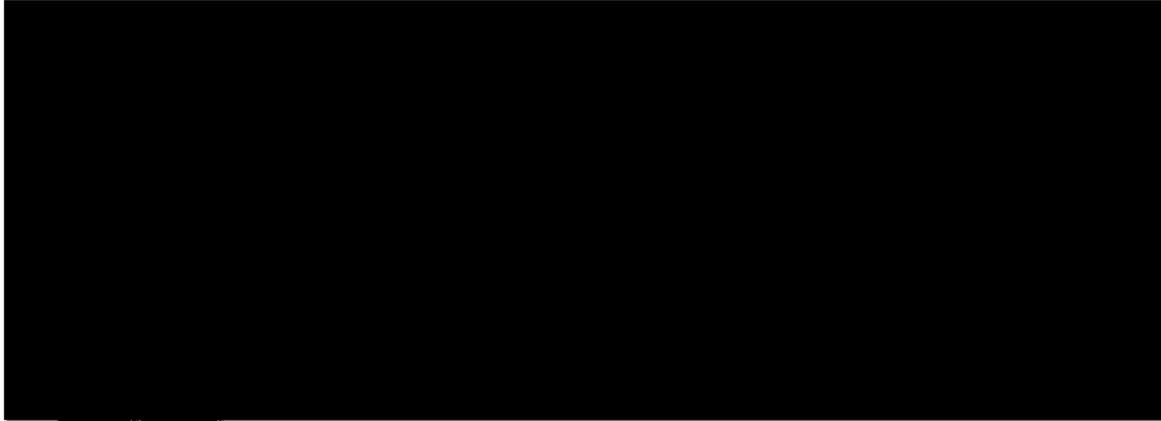
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

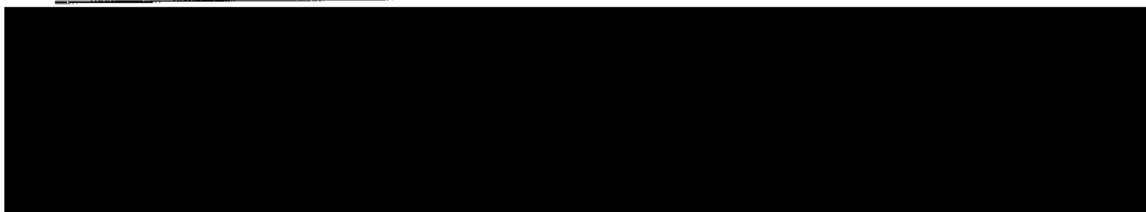
None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



**Home Telephone:**



**Kristin M. Lowe** Digitally signed by Kristin M. Lowe  
Date: 2022.07.27 10:54:22 -04'00' 7/27/22

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

                    IDONIA OWENS                    

**Name of Charter School Education Corporation:**

                    Young Women's College Prep Charter School of Rochester                    

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*member of Education Committee*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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



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

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*Phonix M. Owens*

*7-31-2022*

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

LaQuanna Sparkman

---

**Name of Charter School Education Corporation:**

YWCP - Young Women's College Prep

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Co-chair Education committee  
Co-chair Community and Engagement Committee  
Executive Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

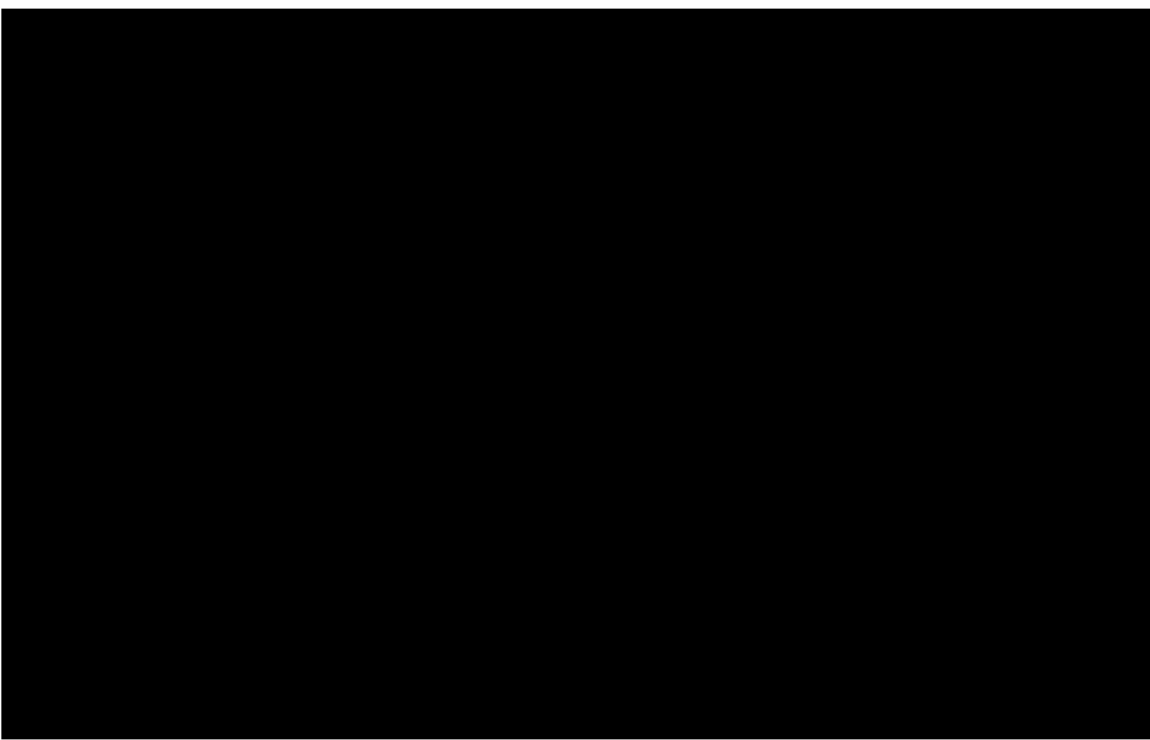
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



L.Sparkman7/6/2022

**Signature**

**Date**

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

BELIMAR VELAZQUEZ

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School of Rochester

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*Secretary*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

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

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

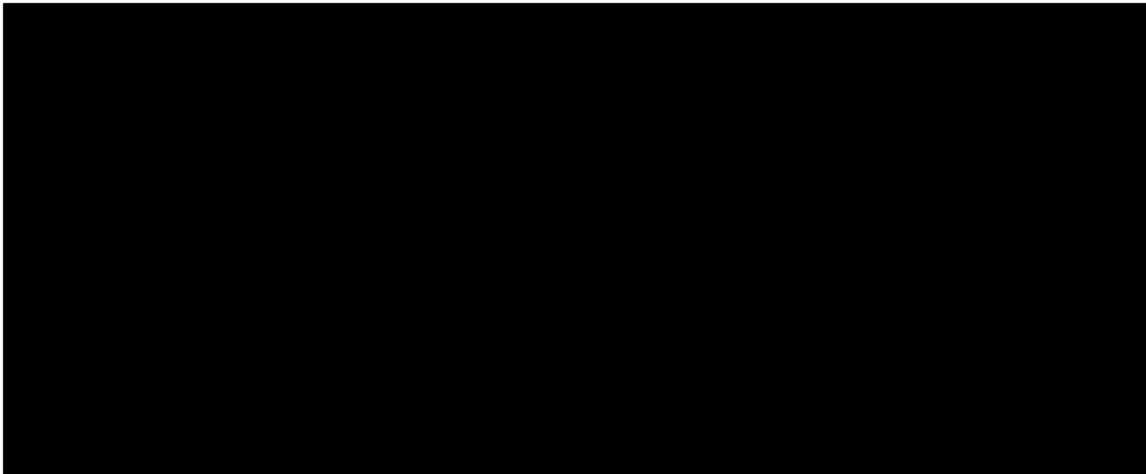
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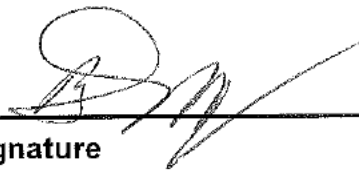
**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_



**Signature** 

**Date** 7/23/22

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jennifer Weinstein

---

**Name of Charter School Education Corporation:**

Young Women's College Prep

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair of Development

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

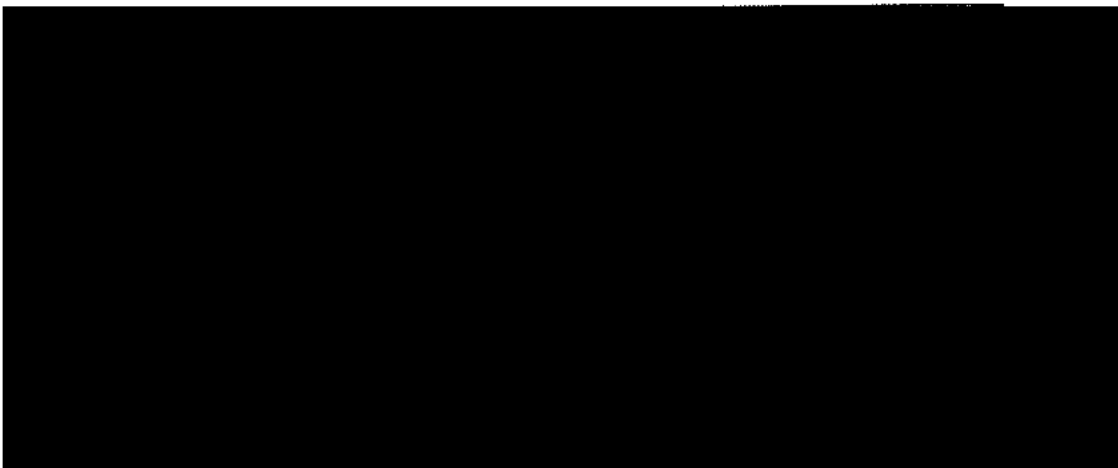


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**Business Telephone:**

\_\_\_\_\_

**Business Address:**



**Jennifer Weinstein**

Digitally signed by Jennifer Weinstein  
DN: cn=Jennifer Weinstein, o=University of  
Rochester, ou=Center for Health + Technology,  
email=jennifer.weinstein@chat.rochester.edu, c=US  
Date: 2022.07.27 10:31:36 -04'00'

**07/27/2022**

**Signature**

**Date**

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jennifer Alton

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School of Rochester

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*Chair, Executive Committee, Performance Eval Committee*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

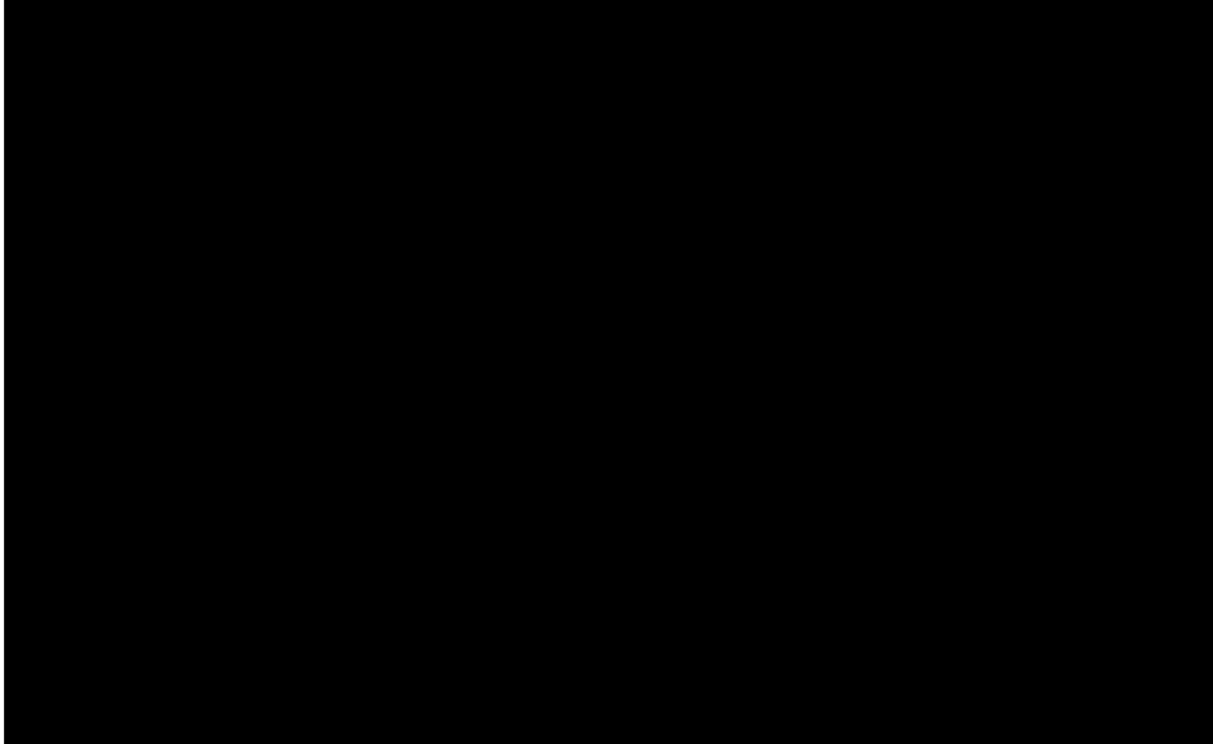
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



 7/5/2022  
**Signature** **Date**

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Erin Duffy Kruss

---

**Name of Charter School Education Corporation:**

Young Women's College Prep (YWCP)

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Scholarship Committee Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

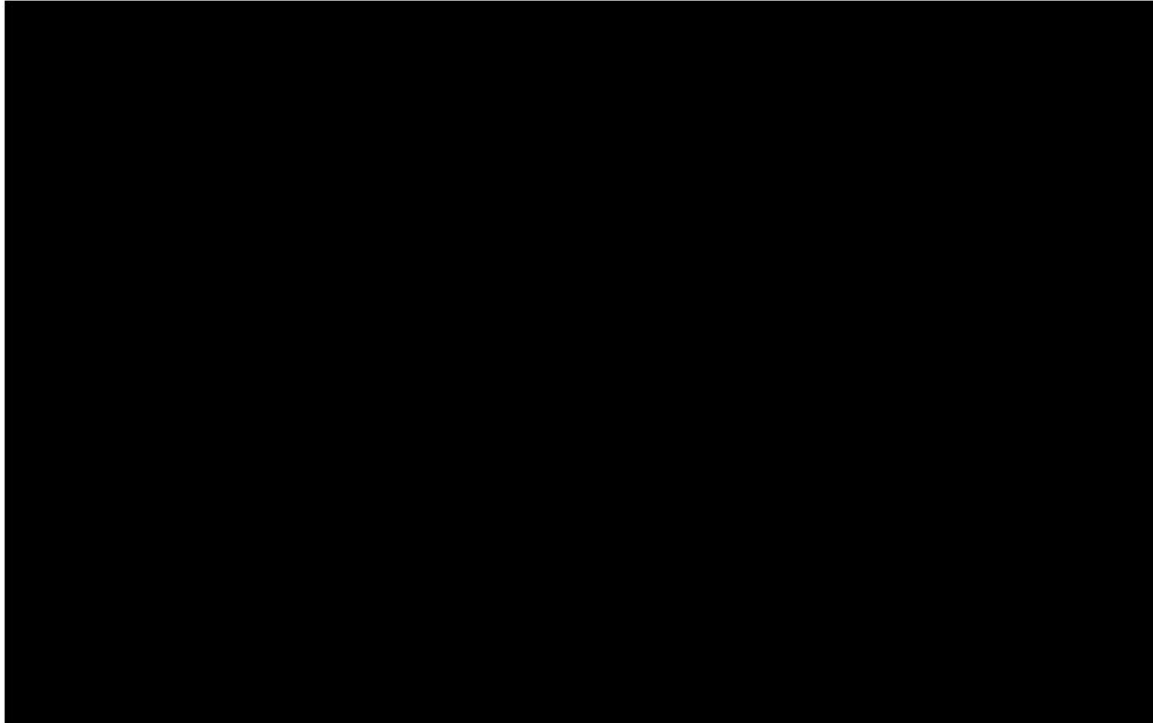
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Authentisign  
*Erin D Kruss*

07/25/22

---

**Signature**

**Date**

Acceptable signature formats include:

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Charles Falcón

---

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School of Rochester

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Trustees  
Treasurer  
Leader of the Finance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

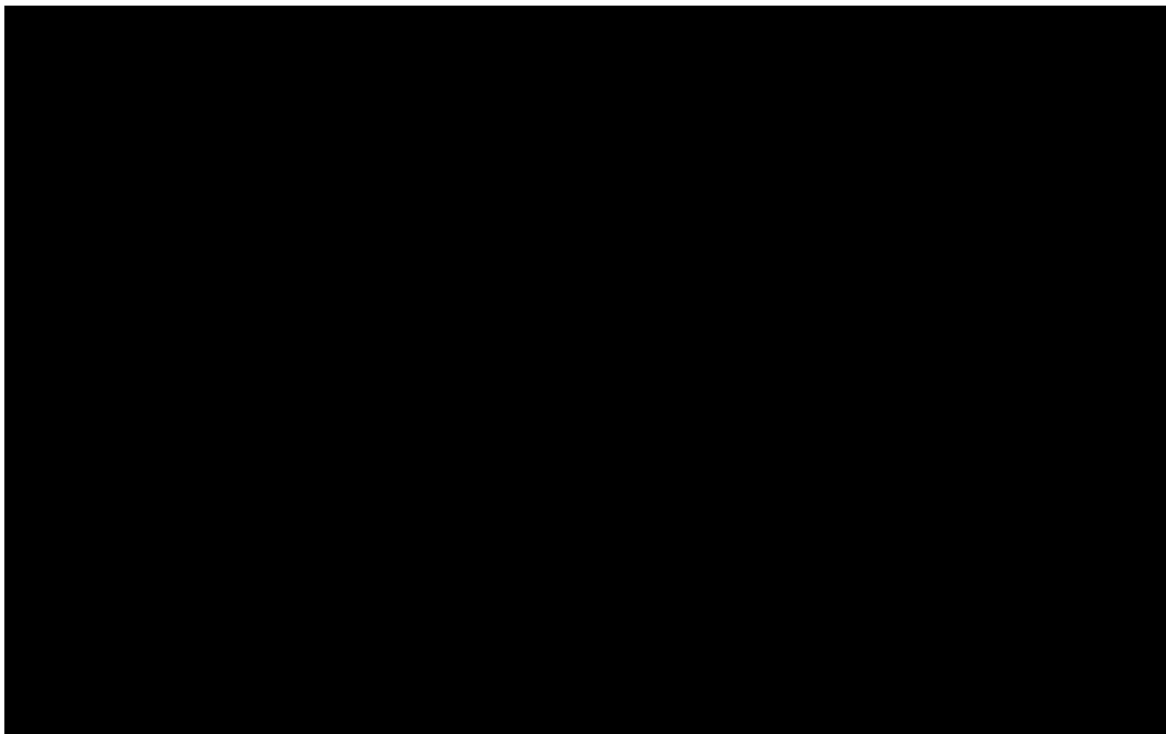
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



**Charles Falcón**

Digitally signed by Charles Falcón  
Date: 2022.07.08 13:50:14 -04'00'

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Melisa Geska

---

**Name of Charter School Education Corporation:**

Young Women's College Prep

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

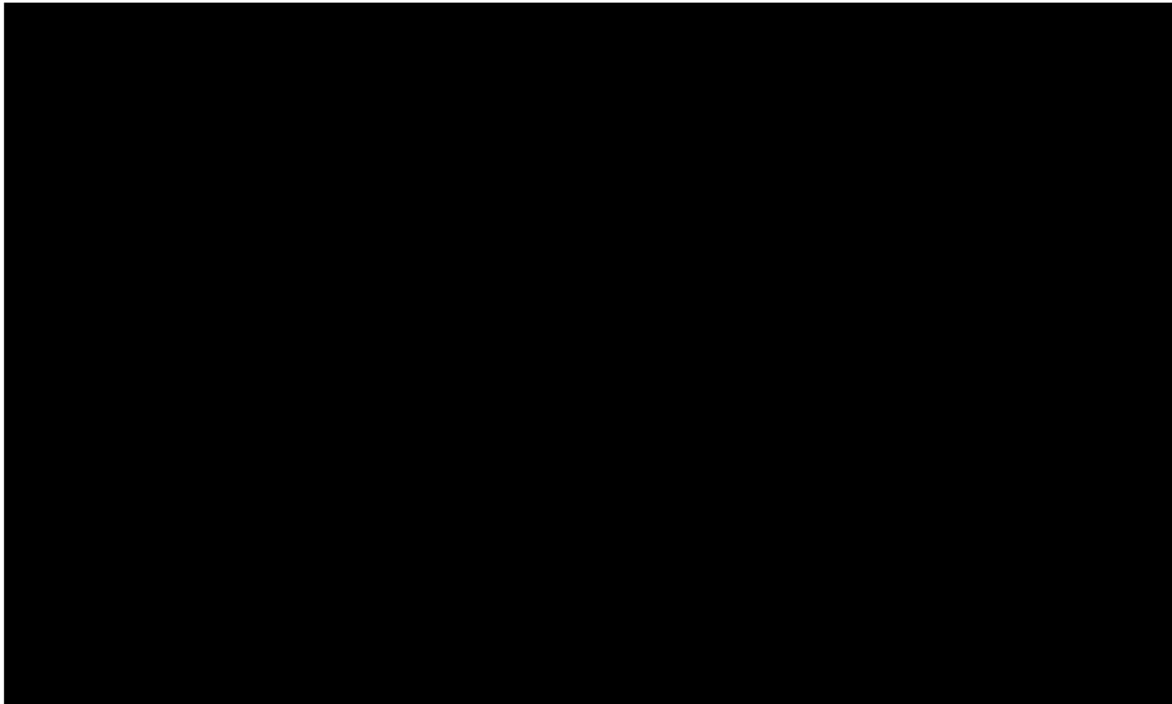
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



**Melissa Geska**

Digitally signed by Melissa Geska  
Date: 2022.07.28 17:25:24  
-04'00'

07/27/2022

---

**Signature**

**Date**

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**Julia E. Green

---

**Name of Charter School Education Corporation:**Young Women's College Prep Charter School of Rochester

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Vice chair; chair of Governance Committee.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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



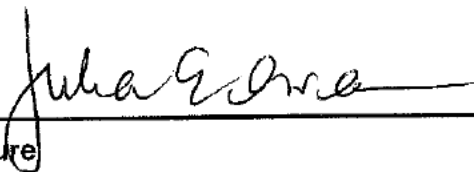
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



	7/8/22
<b>Signature</b>	<b>Date</b>

- Acceptable signature formats include:
- Digitally certified PDF signature
  - Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Nadine D Hylton

---

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

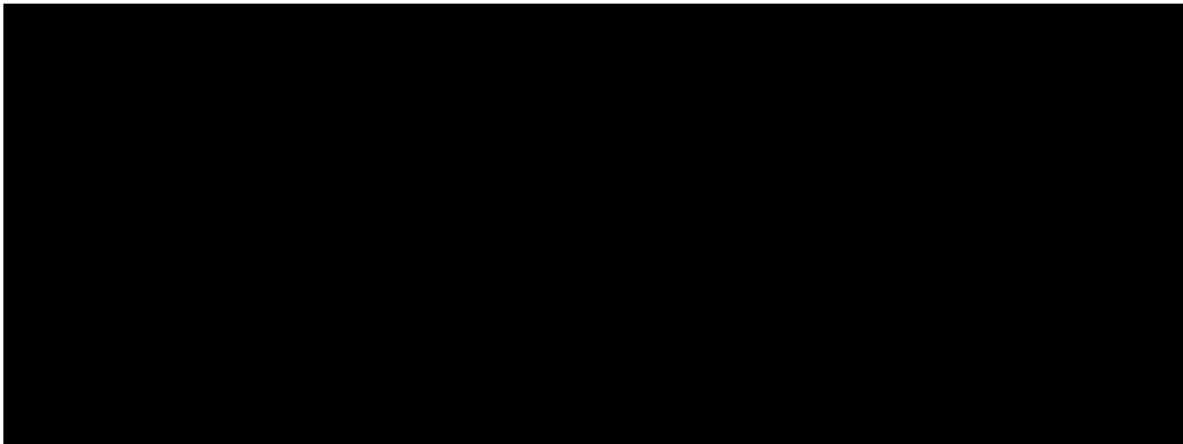
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE	NONE	NONE	NONE

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

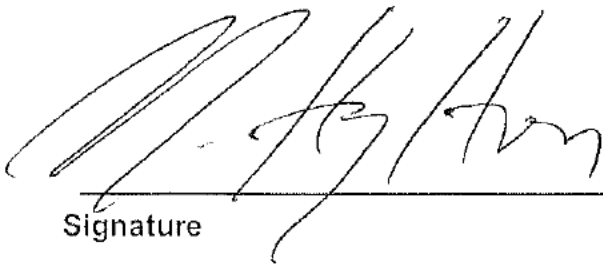


Home Telephone:

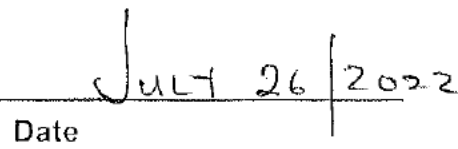
\_\_\_\_\_

Home Address:

\_\_\_\_\_

A handwritten signature in black ink, appearing to read "D. H. H.", written over a horizontal line.

Signature

A handwritten date "JULY 26 / 2022" written in black ink over a horizontal line.

Date

Acceptable signature formats include:

- Digitally certified PDF signature
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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jennifer Jovcevski

---

**Name of Charter School Education Corporation:**

Young Womens College Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

1. Board of Trustees member
2. Governance Committee Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

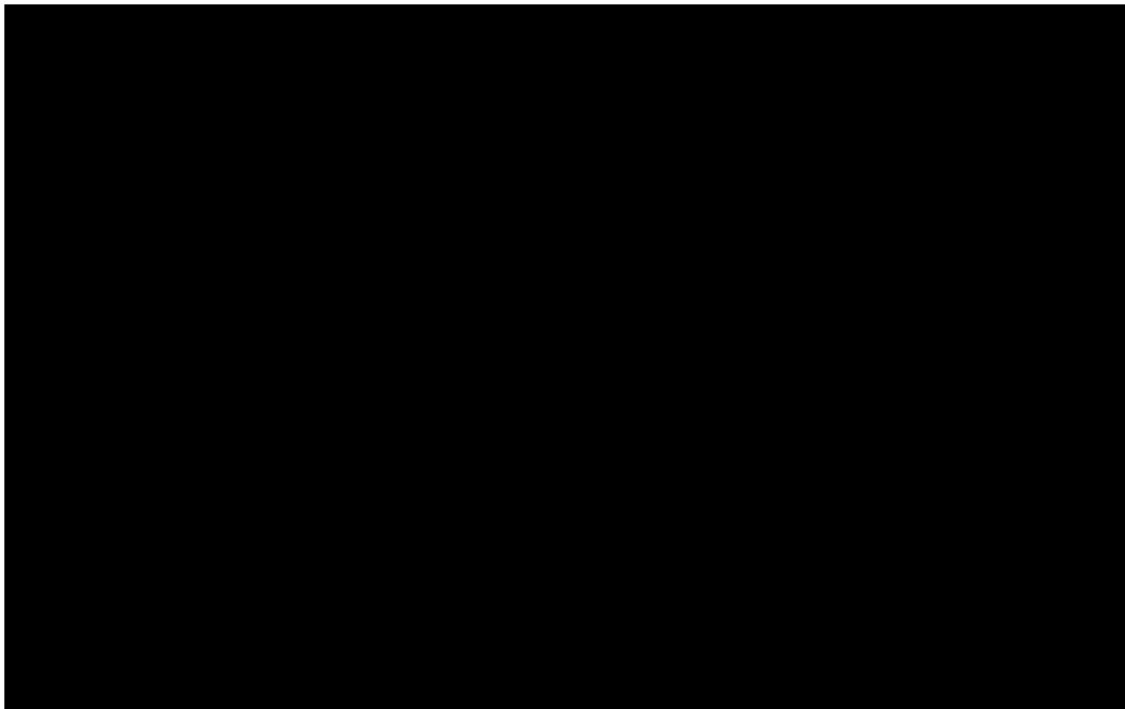
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



Jovcevski, Jennifer

Digitally signed by: Jovcevski, Jennifer  
DN: CN = Jovcevski, Jennifer email =  
jjovcevski@nixonpeabody.com  
Date: 2022.07.05 09:23:18 -0400'

7/5/22

**Signature**

**Date**

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Kristin M. Lowe

---

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School of Rochester

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board member, 2018 - February 2022

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

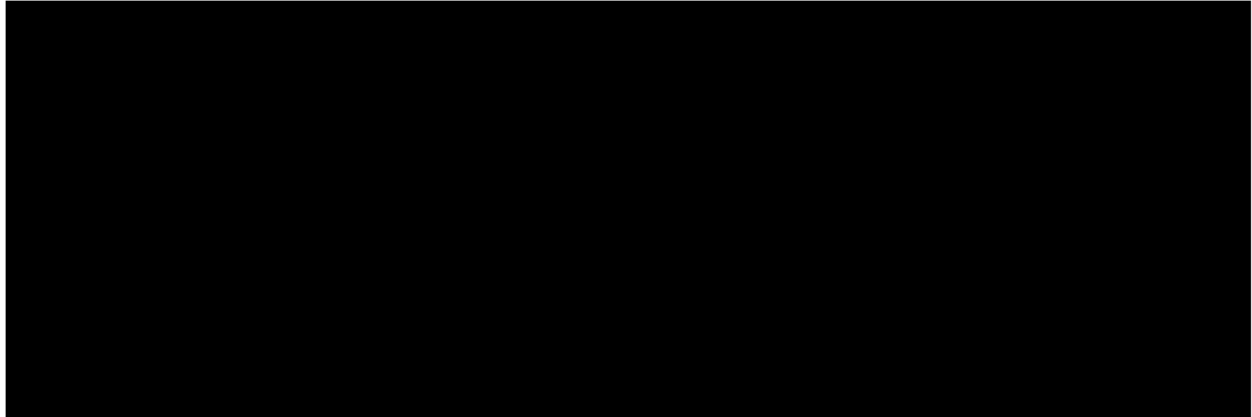
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

None

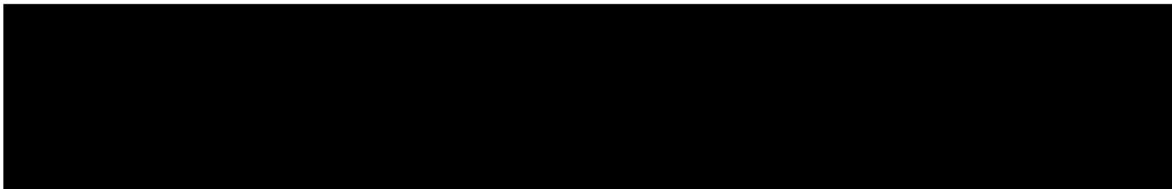
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



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**Home Telephone:**



**Kristin M. Lowe** Digitally signed by Kristin M. Lowe  
Date: 2022.07.27 10:54:22 -04'00' 7/27/22

**Signature**

**Date**

Acceptable signature formats include:

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

          IDONIA OWENS          

**Name of Charter School Education Corporation:**

          Young Women's College Prep Charter School of Rochester          

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*member of Education Committee*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

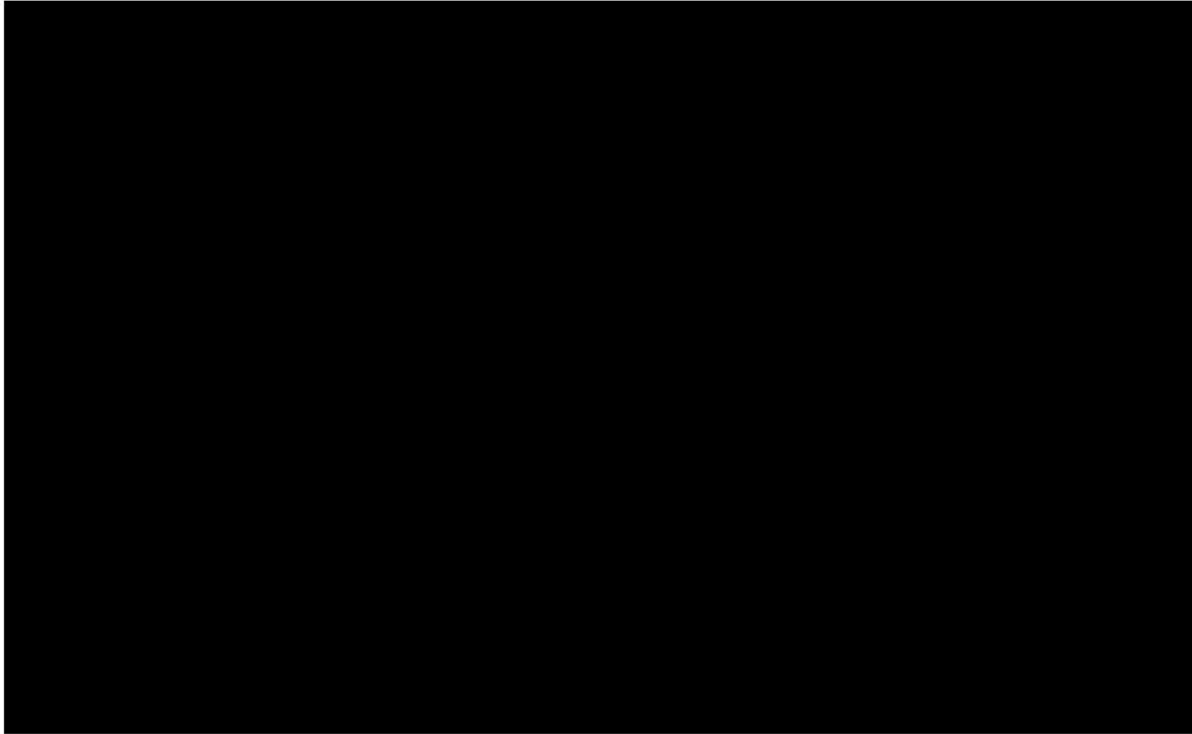
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*Aronia M. Owens*

*7-31-2022*

**Signature**

**Date**

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

LaQuanna Sparkman

---

**Name of Charter School Education Corporation:**

YWCP - Young Women's College Prep

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
- Co-chair Education committee
  - Co-chair Community and Engagement Committee
  - Executive Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

- 4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

- 5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*



*LaQuanna Sparkman*

**Signature**

L.Sparkman7/6/2022

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

BELIMAR VELAZQUEZ

**Name of Charter School Education Corporation:**

Young Women's College Prep Charter School of Rochester

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*Secretary*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

None

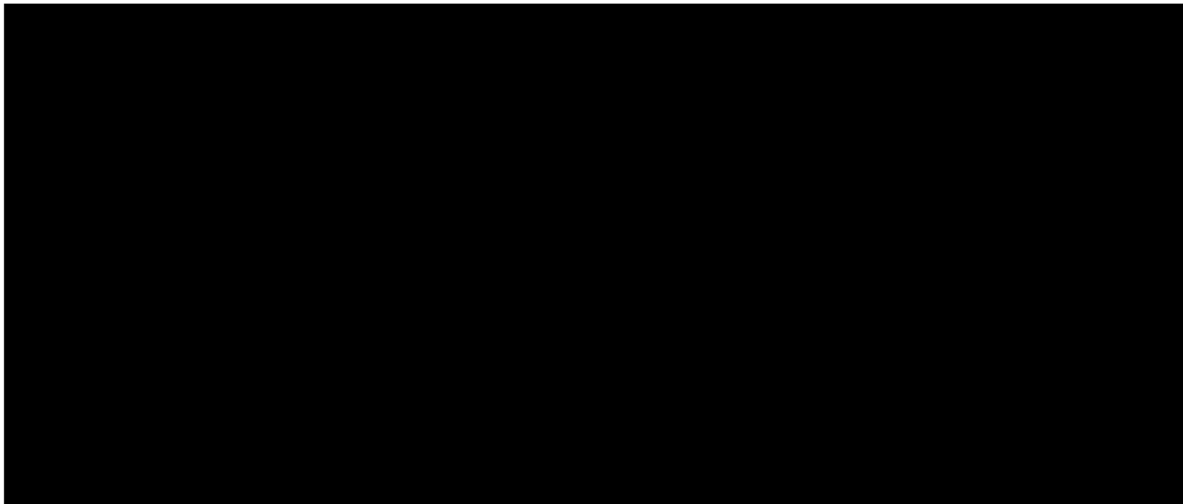
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**



 \_\_\_\_\_   
**Signature** **Date**

- Acceptable signature formats include:
- Digitally certified PDF signature
  - Print form, manually sign, scan to PDF



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jennifer Weinstein

---

**Name of Charter School Education Corporation:**

Young Women's College Prep

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair of Development

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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

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

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

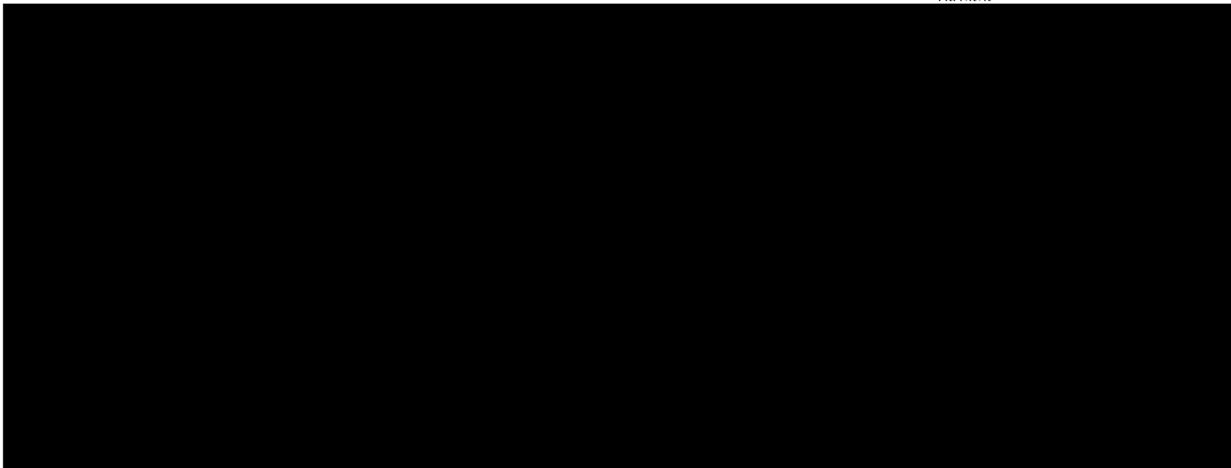
*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

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**Business Address:**

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**Jennifer Weinstein**

Digitally signed by Jennifer Weinstein  
DN: cn=Jennifer Weinstein, o=University of  
Rochester, ou=Center for Health + Technology,  
email=jennifer.weinstein@chct.rochester.edu, c=US  
Date: 2022.07.27 10:31:36 -0400

**07/27/2022**

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**Signature**

**Date**

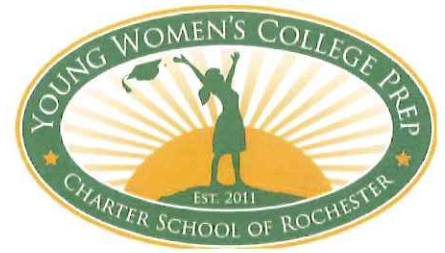
Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**YWCP Board of Trustees Meeting**

Date: Friday July 9<sup>th</sup>, 2021  
 Time: 8:00 a.m.  
 Location: Zoom Conference



**AGENDA**

1. **Call to Order: Jennifer Allen, Chair**
2. **Roll Call: Belimar Velazquez, Secretary**

BoT Attendance		
First Name	Last Name	9-Jul-21
Jennifer	Allen	x
Jennifer	Aronson-Jovcevski	
Lauri	Bonnell	x
Erin	Duffy-Kruss	x
Charles (Chuck)	Falcon	x
Melissa	Geska	x
Julia	Green	Excused
Nadine	Hylton	x
Pamela (Pam)	Kissel	
Kristin	Lowe	
Idonia	Owens	x
LaQuanna	Sparkman	
Belimar	Velazquez	x
Jennifer	Weinstein	x
		9
Guests		
Kwame	Donko-Hanson	x
3. Karla	Hatley	x

4. **Dr. Karla Hatley** – Introduced herself to the BoT. Will be working at YWCP to support students soc
5. **Communications to the Board:** None
6. **Public speakers:** None
7. **Approval of the June 4th, 2021 Board Minutes.** Postponed approval to August.
8. **Executive Report: Jennifer Allen**
  - a. Report posted on share drive.
  - b. Graduation took place. *BoT members were able to participate.*
  - c. *Key dates:*
    - *August 1 – Annual report to NYSED due.*

Regular Board Meeting: July 9<sup>th</sup>, 2021

- *August 15 – Renewal application due.*
- *July 23 (6-8 PM) – BoT and committee member social event*
- *July 24 – BoT retreat at the school*

**9. Governance Committee**

- a. No report

**10. Principal’s Report: *Barbara Zelazny, Principal (Delegate: Kwame Donko-Hanson)***

- a. 60-70 in-person students by the end of the year
- b. 94% seniors graduated
- c. Waiting for updated guidance regarding the in-person attendance for the upcoming school year.

**11. Student Report: *Student Rep***

- a. No report
- b. Will continue in the fall when school resumes

**12. Climate, Culture, Community/Family Engagement Committee: *Nadine Hylton***

- a. No report.
- b. Parents asked for a hiatus. *Resuming in August.*

**13. Education Committee, Performance Evaluation Committee: *L. Sparkman***

- a. No report.
- b. Committee in a hiatus. *Resuming in August.*

**14. Development Report: *Jennifer Weinstein, Chair***

- a. August 7 – First alumni reunion (free to alumni) at the school. \$10 donation for BoT and staff.
- b. Man of the year: ESL CEO, Faheem Masood
- c. Dr. DeAnna Burt-Nanna, NEW president of MCC: breakfast honoree
- d. \$25K grant from L3Harris: recognition

**15. Finance Committee: *Chuck Falcon, Chair***

- a. Application for additional funds submitted: June 30
- b. Approved funding: \$679K retroactive to 2020 and will run until 2023
- c. Funding allocation reviewed. If funding is used for other purposes, the budget needs to be amended.
- d. Another grant (>\$1M) application will be submitted.

- e. Committees encouraged to submit projects that are within the grant constraints. Proposals will be reviewed to ensure compliance.
- f. External financial audit will start in August.

**16. Scholarship Committee: *Erin Duffy Kruss***

- a. Waiting on letters from students.
- b. Sandy Summers (Summers foundation) passed away in June. Our sympathies were sent.

**17. Enrollment, Recruitment, Retention: *Belimar Velazquez***

- a. New projects proposed: rebranding, new website, recruiting events.

**18. School Operations: *Roberta McInnis, Director of Operations***

- a. Written report on Google Drive.

**19. Old Business: *Allen***

- a. None

**20. New Business:**

- a. None
- b. Informal roundtable discussion: Questions and reflections

**21. Adjourn to Executive Session:**

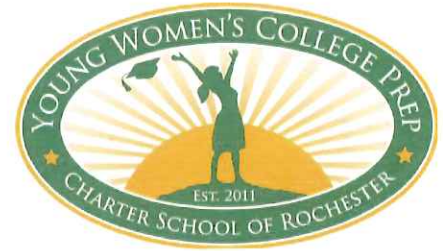
- a. No executive session

**22. Adjournment at 9:03 AM: Next Meeting: August 6<sup>th</sup>, 2021 8:00 a.m.**



## YWCP Board of Trustees Meeting

Date: Friday August 6<sup>th</sup>, 2021  
Time: 8:00 a.m.  
Location: Zoom Conference



### Minutes

#### I. Call to Order: *Jennifer Allen, Chair*

#### II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		
First Name	Last Name	6-Aug-21
Jennifer	Allen	x
Jennifer	Aronson-Jovcevski	x
Erin	Duffy-Kruss	Excused
Charles (Chuck)	Falcon	x
Melissa	Geska	x
Julia	Green	x
Nadine	Hylton	Excused
Kristin	Lowe	x
Idonia	Owens	x
LaQuanna	Sparkman	x
Belimar	Velazquez	x
Jennifer	Weinstein	Excused
9		
Guests		
Barbara (Barb)	Zelazny	x
Roberta	McGinnis	x
Lauri	Bonnell	x

#### III. Communications to the Board: *None*

#### IV. Public speakers: *None*

#### V. Approval of the June 4th, July 6th, 2021 Board Minutes. *Jennifer Allen*

- a. Motion: *Jennifer Allen*
- b. Second: *Idonia Owens*
- c. *No objections*

#### VI. Executive Report: *Jennifer Allen*

- a. Once a year, YWCP is required to submit an annual report to our governing body NYSED. The report requires board input such as Financial Disclosure, committee membership, and attendance. Allen requested that BoT provide timely input so that the team is not waiting for information at the last minute.
- b. Renewal is due in the middle of the month. Barb Zelazny is working on it with a consultant. However, board members may be required to provide input. Please respond promptly.
- c. **Action:** Board committee chairs please send a roster of committee members to Jennifer Allen by August 31, 2021.
- d. The BOT voted unanimously to approve a second term for the following BoTs, whose terms end Aug 31, 2021:
  - i. Charles Falcon, Julia Green, Erin Duffy-Kruss
    1. Motion: *Jennifer Allen*

2. Second: *Melissa Geska*
  3. *No objections*
- e. See written report

**VII. Governance Committee Julia Green**

- a. Retreat has faced some logistical issues but the committee is working to schedule soon.
- b. The Target date for retreat will be by the end of September following the Friday evening and Saturday morning format. Committee members are invited to the Friday evening event.
- c. The committee has also developed a framework for recruiting new members which contains expectations for board members including financial commitment, attendance, skills. Once the process is in place, recruiting for new members will begin. The committee will share with Jennifer Allen and then share with the board.
- d. Barb Z. took the lead to put together a document (Google form) to capture all the contact information for committee members.

**VIII. Principal's Report: *Barbara Zelazny, Principal***

- a. Renewal application process is ongoing. Barb Z. is working with the consultant. Vickie suggested adding necessary information to the application when needed. Due date is August 16, 2021. A draft will be submitted to the board today (August 6th) for review. The application contains benchmark 2-10. Vote from the board will have to take place via email by August 13. If the board has comments ahead of the vote, please send via email to Barb Zelazny.
- b. Barb and staff are busy with school opening. There is no official NYSED guidance regarding remote vs. in person attendance. There is the risk of a required offering of a remote option.
- c. A second certified Spanish teacher has been hired. Barb may invite the new hires to the BoT meeting in September.
- d. Assistant Principal Kwame Dunko Hanson's final day with YWCP is August 6th. He will be the new Principal for School #58.
- e. Sonya P. , the other AP is also leaving. She will be the principal at a school in the Adirondacks. We wish them both well.
- f. Barb Z. will restart JamBoards (a weekly communique highlighting school happenings to the BOT) for the school year.

**IX. Climate, Culture, Community/Family Engagement Committee: *Nadine Hylton***

- a. No report

**X. Education Committee, Performance Evaluation Committee: *L. Sparkman***

- a. Lost two committee members. Open to suggestions for new members.
- b. LaQuanna will detail criteria for members which would include: educators or parents that have been involved in school PTA activities. LaQuanna will send a note to the board with criteria.
- c. Performance evaluation committee has been formed. Once renewal application has been submitted, the performance evaluation will take place.

**XI. Development Report: *Jennifer Weinstein, Chair***

- a. Lauri Bonnell presented on behalf of Jennifer Weinstein.
- b. Honorees have been confirmed for the Leadership breakfast. Dr. DeAnna Burt-Nanna, President MCC, Faheem Masood, CEO of ESL, L3Harris Technology
- c. Theme: Changing HERstory!
- d. Alumni reunion picnic August 7, 2021
- e. 2 College visits have taken place this summer

**XII. Finance Committee: *Chuck Falcon, Chair***

- a. New deadline for the YWCP American Rescue Plan ESSER (ARP Act) Application grant: end of the month (August 31)
- b. Action: Committee members please submit projects that may need funding by August 13 in order to include them in the grant application.
- c. Roberta completed preliminary financial reports subject to audit. This means that there could become adjustments. Surplus of \$267K due to lower costs b/c of remote learning and a grant.

**XIII. Scholarship Committee: *Erin Duffy Kruss***

- a. Laurie submitted numbers to Erin.

**XIV. Enrollment, Recruitment, Retention: *Belimar Velazquez***

- a. No committee meeting this month.

**XV. School Operations: *Roberta McInnis, Director of Operations***

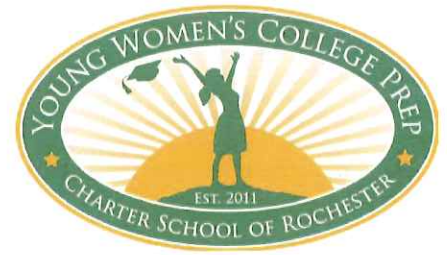
- a. Custodial services in process to prepare school for faculty and student return.
- b. Preparing for August 31 submission of grant application.
- c. Pre-audit meeting with Bonadio will be August 18.

**XVI. Adjournment: Meeting adjourned at 8:51 AM.**

**XVII. Next Meeting: Sept 3, 2021 8:00 a.m.**

## YWCP Board of Trustees Meeting

Date: Friday Sept 3rd, 2021  
Time: 8:00 a.m.  
Location: Zoom Conference



## Minutes

- I. Call to Order: *Jennifer Allen, Chair*
- II. Roll Call: *Belimar Velazquez, Secretary*

### BoT Attendance

First Name	Last Name	3-Sep-21
Jennifer	Allen	X
Jennifer	Aronson-Jovcevski	x
Erin	Duffy-Kruss	x
Charles (Chuck)	Falcon	x
Melissa	Geska	Excused
Julia	Green	x
Nadine	Hylton	x
Kristin	Lowe	x
Idonia	Owens	x
LaQuanna	Sparkman	
Belimar	Velazquez	x
Jennifer	Weinstein	x

### Guests

Barbara (Barb)	Zelazny (Principal)	x
Roberta	McGinnis (Director of Operations)	x
Lauri	Bonnell (Executive Director of YWCP Fdn)	x
Twyla	Cummings (CCSFE Committee Member/Dean @ RIT)	x
Maria	Cruz (Parent Steward ( New SLN Director of College	x
Yolanda	Counselling)	x

- III. Communications to the Board: *None*
- IV. Public speakers: *Part of culture and climate committee*
- V. Approval of the August 6th 2021 Minutes
  - a. Motion: Jennifer Allen
  - b. 2<sup>nd</sup>: Chuck Falcon
  - c. No objection

Regular Board Meeting: September 3, 2021

- d. Minutes approved

**VI. Executive Report: Jennifer Allen**

- Annual report: Submitted on time
- Renewal report: Submitted
- Pre-Audit meeting with Bonadio: conducted
- Thank you to all the teams that contributed to all these efforts
- Barb Z. will review in-person school attendance and the needs during these unprecedented times. We wish everyone the very best. Looking forward to a stellar year. There are some key dates to note in the principal's report.
- Welcome Yolanda Steward, Counselor to YWCP

**VII. Climate, Culture, Community/Family Engagement Committee: Nadine Hylton**

- a. Nadine will leave the meeting at 8:30 AM due to conflict, thus the topic moved up on the agenda.
- b. The committee is chartered to engage parents and make sure their voices are heard.
- c. The committee has put together a proposal and presented it to the board.
- d. A lot is being done by the school. However, more can be done to engage parents.
- e. Three pathways to engage parents:
  - i. Open recruitment call – Ask parents to share and explain how parents can get engaged. \$2,500 suggested for promotional materials
  - ii. YWCP parent advisory group – Suggested to get four parents to be the advocates to inform decisions at the board level. Also, their role will be to support other parents. This group may be a subset of parents that are on committees. This group could also help recruit other parents to be on committees. They will be non-voting members of the board.
  - iii. Parent, family, and community – Social event to celebrate 10<sup>th</sup> year anniversary. The event would be used to recruit and bring the committee together. Estimated cost for initiative: \$25,000 - \$35,000. Since public funds cannot be used for this type of event, the committee and board would have to look for other sponsorships and funding sources. Maria Cruz has done events like this previously using vendors. Vendors contributed to the cost of the event. Ms. Cruz reiterated the importance of an event like this to bring everyone together particularly after the isolation of the pandemic.
  - iv. Barb Z. will take the lead and make sure the proposal aligns with school activities.

**VIII. Governance Committee Julia Green**

- a. *Board retreat dates: September 24-25. Majority can attend in person.*
  - i. *Friday (9/24) will be a social event where committee members can attend from 5-7 PM.*
  - ii. *Saturday morning will be the retreat. Committees that have to report will be given advance notice. Location is TBD. Suggested time: 8:30 – 11:45 AM.*

b. For board recruitment, the board will be strategic in recruitment to ensure board members fill skill gaps. We are a working board. Board members are expected to meet expectations. The Board is looking for ambassadors that are willing to share their network. Financially, board members are expected to contribute up to \$1,000 per year.

- iii. Board Member Recruitment Team: Governance committee member, board officer, representative from committee that has identified a skill gap in their committee.
- iv. During recruitment informational meetings, each trustee should be deliberate regarding the information they provide to the candidate: YWCP organization chart, mission, vision, and values; Committee structure chart; Meeting calendar; Financial expectations; Event calendar.
- v. Additional onboarding materials would be divulged such as: NYSED framework requirements, membership in the Student Leadership Network (SLN), fiduciary responsibilities, financial standing (health of the organization).
- vi. The committee is open to additional suggestions.
- vii. Barb Z. suggests that prospects spend some time at the school with the principal for additional information and also to introduce new members to key leaders in the school.

**IX. Principal's Report: *Barbara Zelazny, Principal***

- a. Thank you for feedback and edits to the renewal application.
- b. YWCP was selected for a pilot where the Student Leadership Network is funding a Director of College Counseling. This means that we can preserve and enhance the college program. Barb introduced Yolanda Steward who has been selected for this role. Yolanda articulated her passion for the role. She has been in training with 20 other counselors which will allow her access to more resources for YWCP's students.
- c. November 3 is the (NYSED) renewal site visit. It will be remote. BoT members please block the calendar to participate in the required meetings.
- d. School opening: Faculty has been spending time in professional development this past week
- e. Issues with school opening: busing for students is provided by RCSD. 125 students do not have transportation due to a lack of buses and drivers in the district. The school is encouraging parents to drive students. The faculty is conducting outreach and staying in touch with affected families. Private companies are also lacking drivers; no employees available. Using a private company is a problematic option, because of the driver shortage there as well. The school is evaluating all options. A BoT member suggested using Uber drivers pending liability issues. Other options are being considered: offer RTS passes to families, coordinate carpooling, rent vans. This issue will accelerate conversations about purchasing/leasing a bus/van dedicated to YWCP.

- f. Students are returning to school Wednesday, September 8, 2021. Everyone is wearing masks because 3ft distance (required distance for not wearing mask) is not an option. Lunch will be the exception. There will not be 3ft distance and girls will have their masks off during lunch.
- g. Cleaning service, Flower City, is doing a great job. Good partnership.
- h. 93% of the staff is vaccinated. Everyone is required to be vaccinated or have weekly testing. Testing can be done at school.
- i. Students will have a ChromeBook at home but there is also a set in every classroom. The previously used Pearson learning management system will still be used which gives online access to parents, students, and teachers.
- j. Please review the Principal's report for additional information.

**X. Education Committee, Performance Evaluation Committee: *L. Sparkman***

- a. Idonia Owens reporting for Ms. Sparkman
- b. Committee will meet 4<sup>th</sup> Wednesday of every month at 4:30 PM
- c. Recruiting additional members to the committee to get a broader perspective of educational issues.
- d. Committee still needs to provide criteria/requirements for additional members to the BoT. BoT will help with recruitment based on criteria.

**XI. Development Report: *Jennifer Weinstein, Chair***

- a. Breakfast planning is ongoing. The event is being restructured due to the pandemic. Honorees would be part of an in-person event at the school with selected students on October 27 (coordinating with Barb Z.). Students will present awards to the honorees. BoT members will be invited. This will be recorded and shown as part of the live event in November. Barb Z. mentioned that this provides for leadership opportunities for more students in planning and coordinating the event. This reduces the space and transportation constraints. This hybrid model could become more valuable in student involvement, responding to prior challenges of space and
- b. BoT members please reserve the morning of October 27.

**XII. Finance Committee: *Chuck Falcon, Chair***

- a. Actual enrollment exceeds number estimated in budget: 389 students enrolled
- b. Investment (from cash surplus) is now at \$14,107 due to very good market performance in the past 6 months. Two investments: one has a mix of equities and the other is earning interest.
- c. Final list of expenses for the 2<sup>nd</sup> and final grant application has been loaded to the Google drive. Some expenses cover three full school years. One mandatory requirement for the grant is to allocate a certain percentage to deal with learning loss/learning recovery. Our grant request satisfies this requirement. Estimated cost for the student and parent recruitment event is also included in the grant request. The grant amount has been approved. The application provides the detail on how the funds will be used. The

only risk is if any particular activity is not approved. If an activity is not approved, the funds can be reallocated for other activities. However, the school is being conservative in spending the funds to make sure that the money is being spent appropriately. The process requires that the school spends the money first and then submits for reimbursement.

**XIII. Scholarship Committee: *Erin Duffy Kruss***

- a. Report on Google drive

**XIV. Enrollment, Recruitment, Retention: *Belimar Velazquez***

- a. The committee submitted a request for funding of \$70K to support the school's website re-launch, YWCP re-branding and recruitment events. The website re-launch (~\$20K) is the only element eligible for the grant. Other items will have to be voted on by the board for approval. The committee will have to present a proposal for funding to the board.
- b. Additional enrollment is due to Good Schools Roc engagement and family follow up by the school. In addition to retention efforts, recovery from the pandemic have contributed to the uptick in enrollment.

**XV. School Operations: *Roberta McInnis, Director of Operations***

- a. Financial audit will begin next week with Bonadio. Close to 75 different documents are being prepared and submitted. Tuesday and Wednesday they will work remotely. Thursday and Friday Bonadio will be at the school for follow up or any additional items requested.
- b. Barb Hasler has submitted final application for the ARP funding
- c. Flower City Custodial services have been phenomenal. No concerns at this point with cleaning or sanitation issues.

**XVI. Old Business: *Allen***

- a. Need proposal for new student rep at the BoT meeting requested by Jennifer Allen. Barb Z. to provide a name.

**XVII. Adjournment:**

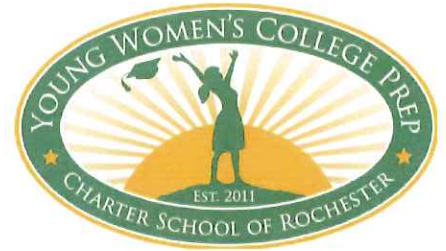
- a. Reminder: October meeting is in the evening.
- b. Meeting is adjourned at 9:25 AM

**XVIII. Next Meeting: [October 7, 2021 \(Thursday, 6:30pm-8:00 pm\)](#)**



## YWCP Board of Trustees Meeting

Date: Thursday Oct 7, 2021  
Time: 6:30 p.m.  
Location: Zoom Conference



### AGENDA

#### I. Call to Order: *Jennifer Allen, Chair*

#### II. Roll Call: *Melissa Geska (for Belimar Velazquez, Secretary)*

Jennifer Allen, Jennifer Aronson-Jovcevski, Erin Duffy-Kruss, Charles Falcon, Melissa Geska, Nadine Hylton, Kristin Lowe, Idonia Owens, LaQuanna Sparkman, Jennifer Weinstein, Barb Zelazny, Lauri Bonnell,  
Guests included Ocean Brown (YWCP student) and Nicole Sinclair (Director of Teaching and Learning).

#### III. Communications to the Board: *Parent Letter*

- a. Board acknowledges letter from parent with two daughters at YWCP who wants improved communication and collaboration related to parent engagement.
- b. Barb Zelazny acknowledges parent's concerns and indicates school administration will continue to do everything possible to improve collaboration and communication with parents.

#### IV. Public speakers: *None*

#### V. Approval of the Sept 3, 2021 Minutes:

- Jennifer Allen: Motion to accept Sept 3, 2021 meeting minutes.
- Idonia Owens: Moved
- All in favor
- No objections

#### VI. Executive Report: *Jennifer Allen*

##### *Resolution #1 (2021-2022) Approval of Parents' Bill of Rights for Data Privacy and Security*

*Whereas, NYS Education Law §2-d requires each educational agency to have a Parents' Bill of Rights for Data Privacy and Security and publish it on its website, therefore be it*

*Resolved that, the YWCP Board of Trustees have adopted, reviewed, and hereby approve the Parents; Bill of Rights for Data Privacy and Security and for posting to our schools' website.*

- Jennifer Allen- motion to accept
- Nadine Hylton- moved
- All in Favor
- No discussion or objections.

##### *Resolution #2 (2021-2022) Approval of Annual Audit*

*Whereas, an Independent Audit by an External Auditor is required in accordance with New York State Education Law for Charter Schools, and*

*Whereas, Bonadio & Co., LLP (Certified Public Accountants) completed the Annual Audit, following a thorough review of financial systems and statements as of June 30, 2021, therefore be it*

Regular Board Meeting:: October 7, 2021

Resolved, that the YWCP Board of Trustees hereby approve the Financial Statements as of June 30, 2021, together with the Independent Auditor's Report due to New York State on November 1, 2021.

- Jennifer Allen – motion to accept resolution
- Chuck Falcon- moved
- All in Favor
- No discussion or objections.

**See written report for Annual Board Retreat Outcomes - highlights / other details**

**VII. Governance Committee – Melissa Geska**

- Governance committee will report on recommended next steps related to survey responses at next month's meeting.

**VIII. Principal's Report: *Barbara Zelazny, Principal***

- Student behavioral issues are center stage. *Social upset is consuming valuable staff time. Administration is focusing on tapestry approach – proactive, reactive, senior student mentoring. There is increased staff in anticipation of the return to school. It will take time to manage behavior. Board support understanding situation is appreciated. Behavior is not having a negative impact on academics.*
- *NYSED site visit is confirmed for 11/03/2021. Please read principal's report. Board portion will be that morning via Zoom.*
  - a. *Benchmark 2 - Nicole Sinclair, New Director of Teaching and Learning*
    - *Framing: Where we have been? Where are we? Where are we going?*
    - *How will school community negotiate the divide of social/emotional needs and challenges? The cycle of continuous improvement in teaching and learning is key in negotiating the divide. Teaching and learning will move the students forward. This includes: curriculum, instruction, professional development, assessment.*
    - *Curriculum is the cornerstone. Two pathways are key: 7-9 grade and the 10-12 grade. Understand that 90% of 7<sup>th</sup> graders enter the school behind. The goal is to get 10-12<sup>th</sup> graders to a level plain field with peers across the state.*
    - *By 9<sup>th</sup> grade, want 80% of students to reach proficiency in ELA, Math, Science, Social Studies and Spanish including 2 high school regents' exams. 100% of students to grow one level within NYS ELA and Math assessments. 100% earn at least 5 high school credits.*
    - *By 12<sup>th</sup> grade, focus on what is needed to be successful in college and beyond. 100% graduate. 95% earn Regents Diploma or higher. 40% earn Regents diploma with advanced designation. 80% complete AP course or MCC dual enrollment. 80% meet NYSED college & career ready requirements of 75% or higher on the ELA 3 Regents exam and 80% or higher on the Algebra ½ or Geometry Math Regents exam.*
    - *2019-2020 school year adjustments: placed 'Living Environment' in 8<sup>th</sup> grade which led to a curriculum mapping exercise focusing on pre-requisite skills to align to goals. COVID-19 impeded but did not stop progress. Implemented BASE team (Behavioral – Academic – Social – Emotional), UBD (understanding by Design), SEL (socio emotional learning) Traits: respectful, responsible, mindful. Implemented best practices. Intent was to gather 3 data points when it comes to assessment in order to set goals for students. Before close, students were making progress.*
    - *2020-2021 focused on priority standards on essential to know. Adopted Pearson Connexus and Live Lessons to navigate the hybrid environment. Implemented best practices for the virtual setting including a co-teacher model. Assessment was modified by implementing electronic assessment.*

- *Professional development: During 2019/20 PD was embedded in the coaching and the Friday development activities. During 20/21, groups of people came together to develop a shared understanding.*
- *For 21/22: Curriculum map is moving forward taken into consideration COVID disruptions, Next Gen Standards. Also working on unpacking a welcome environment, anti-racist curriculum, new learning management system (BUZZ), research based best practices, co-teaching, mitigating 'learning loss', data teams to analyze current state and develop next steps. In terms of PD, school is incorporating new frameworks.*
- *Committee work, BASE Tapestry Approach, External partnerships (Pathstone) on being culturally responsive and creating a sustaining framework.*
- *Data dashboard for each student's performance to consolidate data from many places to one. Historic NYS assessment, career/personal goals, grades, enrollment information will be part of the dashboard.*
- *Students grew during closure.*
- *Teacher set up in classrooms in new ways to encourage small group participation.*
- *Chrome books at home and in school.*

**IX. Student Report: Student Rep Ocean Brown, Senior at YWCP**

- *Younger students are acting out and fighting.*
- *Older students providing mentoring and support to younger students (big sister/little sister program).*
- *Recent town hall style meeting in cafeteria with 7<sup>th</sup> grade students. Seniors shared quotes and the meaning to them.*
- *Momentum of senior student involvement is powerful becoming leaders and being proactive in helping younger students.*

**X. Education Committee, L. Sparkman**

- *Last meeting focused on behavioral issues of students with a return to in person learning. Social skills need to be re-introduced to help.*

**XI. Development Report: Jennifer Weinstein, Chair**

- *Jennifer yielded time to Lauri Bonnell for update on Leadership Breakfast 2021.*
- *October 27, 2021 will be an in-person event/award ceremony at the school.*
- *Masks must be worn at the in-person event and no food will be at the event.*
- *All 3 honoree video interviews are completed. Ocean Brown completed one of the interviews.*
- *Google form to RSVP for board members.*
- *11/17 will be a live stream virtual breakfast. Attendees can purchase a virtual table.*
- *Board members should promote the virtual event and share invitation on social media.*
- *Sponsorships are needed.*

**XII. Finance Committee: Chuck Falcon, Chair**

- *Chuck thanks Roberta McGinnis for her leadership and management of the annual audit. Auditors extremely happy with Roberta's work.*

**XIII. Enrollment, Recruitment, Retention: Melissa Geska**

- Committee last met on 9/29 and discussed 10-year anniversary celebration. Team proposes to assign “board ambassadors” to work with the school administration in leading any activities.

Possible ideas for 10<sup>th</sup> anniversary celebration include:

- Launch new website highlighting 10-year history.
- Two film makers have footage following students since the beginning of YWCP. Perhaps that footage can be included on the website relaunch.
- Lauri Bonnell has video and pictures from all leadership breakfasts since 2011.
- Evolution of Cool Women, Hot Jobs over the years.
- Board sponsored breakfasts at the school to celebrate and expose students to a college education (perhaps collaboration with Yolanda).
- Refresh school decoration with DEI content marketing from colleges.
- Current enrollment is 386 students.
  - 24 seats left; 14 families are in the enrollment process, 10 offers out.
  - We have a wait list for every grade.
  - 15 new IEP; 24 new ELL
  - Contributors to growth include work of mouth- especially among Yemen population, and sports programs.

**XIV. School Operations:**

- Roberta McInnis absent- see written report for highlights.

**XV. Old Business: *Nothing to discuss***

**XVI. New Business:**

- RCSD Transportation update; new zoning plan to terminate transportation to schools outside district limits.
- This will negatively impact students receiving these services. Will continue to monitor this situation.

**XVII. Adjourn to Executive Session: Personnel Matters, Other within regulations of Open Meeting Law (*Executive Session will be called for Personnel Matter*) Allen**

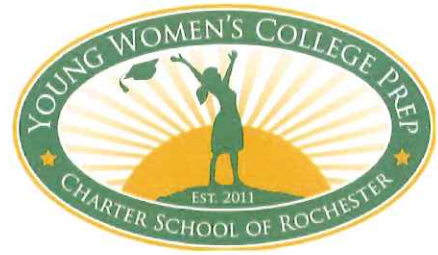
**XVIII. Adjournment:**

- Motion:** Jennifer Allen
- Second:** Jennifer Weinstein
- All in favor**

**XIX. Next Meeting: [November 5, 2021 \(Friday, 8:00 a.m. - 9:30 a.m.\)](#)**

## YWCP Board of Trustees Meeting

Date: Friday November 5, 2021  
Time: 8:30 a.m.  
Location: Zoom, In person



### Minutes

- I. **Call to Order: Jennifer Allen, Chair**
- II. **Roll Call: Belimar Velazquez, Secretary**
  - a. **Attendees:** Jennifer Allen, Belimar Velazquez, Melissa Geska, Erin Duffy-Kruss, Chuck Falcon, Julia Green, Kristin Lowe, LaQuanna Sparkman, Jennifer Weinstein
  - b. **School/Staff Reps:** Barb Zelazny, Roberta McGinnis, Ocean Brown (Student rep), Nicole SinclairLauri Bonnell (YWCP Foundation), Maria Cruz (parent), Anna Hall (CEO NE Charters), Ashara Baker (NE Charters)
- III. **Communications to the Board: Parent Letter Response**
  - a. Letter requests additional engagement from parents. Board is conducting a survey to get feedback on how best to engage parents. The feedback will be used to establish a framework for engagement and ensure all voices are heard.
- IV. **Public speakers: None**
- V. **Approval of the October 7, 2021 Minutes: Jennifer Allen**
  - a. Motion: Jennifer Allen
  - b. Second: Belimar Velazquez
  - c. No discussion
  - d. All in favor
  - e. Abstain: Julia Green
- VI. **Executive Report: Jennifer Allen**
  - a. Resolution #3: Form has not been received. Therefore, vote postponed
  - b. The entire BoT participated in the NYSED meeting. Thank you.
  - c. Thank you to the board members for participating in the award ceremony. Please participate in the breakfast.
  - d. Anna Hall led the updates on the Transportation shift. RCS D has a proposal to not transport students outside of the district. This will affect YWCP students. The board chair has sent a letter to the commissioners requesting that the proposal is rejected. Will need BoT and parents to engage in raising their voices against this proposal.
  - e. District has received feedback that the managed choice program is expensive from a transportation perspective but also impacts an even distribution of education quality.
  - f. Also, there is a driver shortage.
  - g. Zone reconfiguration task force is trying to address issues with the Managed Choice Program. In October the task force presented its recommendation. There are 7 of them. The 8th recommendation is addressing transportation for 3500 students in the charter school, private, and urban suburban population.
  - h. Four meetings have taken place with private school leaders. Stakeholders are supportive of objecting to the 8th recommendation. Families and high school students, current and past, have been encouraged to write letters and share their views in public comment

- i. This is under their legal right to do under state law. There is a chance that this could be litigated but it is expensive. The goal is to stop the proposal from going forward.
- j. SED is hoping to not get involved.
- k. Charters have not made their voices loud enough so that RCSD leadership takes that into consideration. Stakeholders need to get involved to make their voices heard.
- l. Question from parent: will this prevent parents from choosing the school for their children? The vote will happen in January on the 8 recommendations. Parents and other stakeholders have the choice to react to all of them. Implementation is complex and could take time; a transition period may be needed. It is YWCP's decision on what to do if the transportation proposal is accepted. For example, YWCP could choose to close.
- m. Question: how does this impact funding? 90% of transportation costs are subsidized by NYS. Technically, districts do not have to provide transportation. The requirement is to bus students within 1.5 miles of the school. Some of this transportation is not subsidized and therefore, it is a district expense.
- n. On November 18 there is an opportunity for public comment. Up to 20 people can speak in person. People can also speak via zoom. To facilitate social distancing public attendance will be limited to 20 persons, on a first come first serve basis until capacity is reached. Those wishing to attend in person must check in for screening with security at the front desk. Anyone wishing to sign-up to speak in-person or via Zoom must send an email to Boardofeducation@rcsdk12.org by noon on the day of the meeting and state that they would like to speak. The following information must be included: Name, Telephone Number, Affiliation and the Topic on which they wish to speak. Prior to the meeting, an email will be sent to those persons with a Zoom link to participate.
- o. In advance of November 18, the school has engaged parents who want to speak. In addition, many letters have been written.
- p. Ashara can help guide the engagement for November 18. People that intend to speak should sign up to provide comments by sending the clerk their intent the night of November 17 or by 8 AM November 18.
- q. If the RCSD board is still considering this for the January agenda, then additional activities such as protests may be necessary.
- r. If alumni want to write an opinion piece, Ashara and Anna are happy to assist in writing and approaching reporters to get it placed.

**VII. Governance Committee: *Julia Green***

- a. Recommendations from the committee:
  - i. Prioritize delivery of DASA training for faculty and staff
  - ii. Sub-recommendation: Ask YWCP legal counsel to provide/prepare list of required annual faculty, staff, and/or student training for Board review and better understanding
  - iii. Sub-recommendation: Request access to existing School dashboard or tracking mechanism to ensure proper Board monitoring of completion of annual training requirements (if not available, we will request that the School create this resource)
  - iv. Set up regular professional development opportunities for Board of Trustee members
- b. Engage in a process to ensure Board members have a more solid and consistent understanding of the School's plan for monitoring/ensuring appropriate student progress in the absence of state standardized tests Increasing opportunities for parent engagement at different levels.

**VIII. Principal's Report: *Barbara Zelazny, Principal (and Nicole Sinclair)***

- a. School culture: High level of misbehavior including fighting. Suspension numbers have gone up. However, things are starting to change. Children are normalizing. School is working on socializing students using the BASE model and the different tactics that are part of the model.
- b. Safety is #1 concern. A 2nd security guard has been hired for 4 days a week. Teachers that have taken additional responsibility
- c. Learning loss and divide is bigger this year but making progress.
- d. The NYSED renewal site visit went well. Evaluators were pleased with the evidence of the practice. Teachers and students were well prepared. Praised for consistency. Evaluators were able to witness what the school does on a daily basis including DEI support of the students. Met with special population groups. Asked questions about how staff are supported. Both liaisons said this is their favorite charter school. Parents were also engaged. YWCP speaks honestly about data and challenges.
- e. Principal will attend RCSD board meetings in person.
- f. Please send letters.
- g. Please attend breakfast.

**IX. Student Report: *Student Rep. Ocean Brown***

- a. Making a lot of progress. The Pep Rally helped to build teamwork skills. Awards were given to students for making activities fun.

**X. Education Committee: *L. Sparkman***

- a. Committee gave time to the Principal to prepare for site visit.

**XI. Development Report: *Jennifer Weinstein, Chair***

- a. Marketing assets including instructions have been shared with BoT. Please post on social media to engage more people. People can use links to buy tickets, tables or donate. People will also have the opportunity to donate during and after the event.
- b. Great in person event with the honorees.
- c. Numbers: good with sponsorships but table sales are slower. Opportunity to showcase YWCP and expand the network. Relationships start with breakfast.
- d. Email blasts have gone out inviting people to attend breakfast.
- e. Six board members have signed up for the breakfast.
- f. Just Giving campaign not being done this year. Most people didn't take advantage of that last year.

**XII. Finance Committee: *Chuck Falcon, Chair***

- a. Financial reports available in Google drive
- b. Committee met to discuss investments in improving the facility. For example, a bathroom in the nurse's office. Decision has been put on hold until the busing situation is resolved.
- c. Principal: keep momentum going because space is of concern. Changes take time and therefore, need to keep this in mind.

**XIII. School Operations: *Roberta McInnis, Director of Operations***

- a. Staff is undergoing sexual harassment training. 75% completion to date.
- b. Form 990 has been received as of Wednesday, November 3. Roberta is reviewing and will be presented to the board at the next meeting.
- c. The filing date is November 15 but Bonadio filed for a 5-month extension which will not be required.
- d. From the second grant of \$600K, a payment of \$135K has been received. Expensed \$200K so far.

- e. Final grant is under review but no issues expected. \$87K has been expensed. An initial payment of \$300K is expected which is 20% of grant
- f. Expenditures are reflected on the P&L divided by class in the system but reported overall in the financial

**XIV. Adjourn to Executive Session:**

*a.*

**XV. Adjournment:**

*a.* Motion: Jennifer

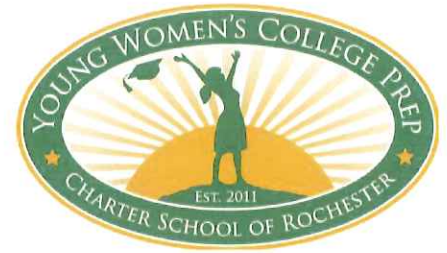
*b.* Second: Kristin

**XVI.** Next Meeting: [December 3, 2021 \(Friday, 8:00 a.m. - 9:30 a.m.\)](#)



## YWCP Board of Trustees Meeting

Date: Friday December 3, 2021  
Time: 8:00 a.m.  
Location: Zoom



## Minutes

### I. Call to Order: *Jennifer Allen, Chair*

### II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		3-Dec
First Name	Last Name	
Jennifer	Allen	x
Jennifer	Aronson-Jovcevski	x
Erin	Duffy-Kruss	
Charles (Chuck)	Falcon	x
Melissa	Geska	x
Julia	Green	x
Nadine	Hylton	excused
Kristin	Lowe	
Idonia	Owens	x
LaQuanna	Sparkman	x
Belimar	Velazquez	x
Jennifer	Weinstein	x
Guests		
Crystal	Rupp	x
Barbara (Barb)	Zelazny	x
Roberta	McGinnis	x
Lauri	Bonnell	x
Maria	Cruz	x
Ocean	Brown	x

### III. Communications to the Board: Parent Letter Response: Julia Green is drafting the official response.

### IV. Public speakers: None

### V. Approval of the November 5, 2021 Minutes: *Jennifer Allen*

- a. **Motion:** Jennifer Allen with amendment to include Jennifer Aronson as attending.
- b. **Second:** Julia Green
- c. **All in favor**

### VI. Executive Report: *Jennifer Allen*

#### **Resolution #3 (2021-2022): Approval of Form 990-Return of Organization Exempt from Income Tax**

Whereas, Young Women's College Prep Charter School (YWCP) is required to file an annual Form 990 - Return of Organization Exempt from Income Tax with the Internal Revenue Service covering the year, July 1, 2020 through June 30, 2021; and

Whereas, The Bonadio & Co., LLP (Certified Public Accountants) prepared and presented the Form 990 to the YWCP Director of Operations on November 3, 2021 shared with the Finance Committee on November 18, 2021; therefore be it

Resolved, that the YWCP Board of Trustees received and reviewed Form 990, and further be it

Resolved that the YWCP Board of Trustees approve the Form 990 for submission to the Internal Revenue Service by December 31, 2021.

- a. **Motion:** Jennifer Allen
- b. **Second:** Chuck Falcon
- c. **All in favor**

**Resolution #4:** *Vote to accept the 2nd term for Laquanna Sparkman (expired first term 2020).* Jennifer Allen proceeded to ask for a motion to accept the second 3-year term for L. Sparkman with dates 11/1/2021 – 10/31/2024.

- a. **Motion:** Jennifer Allen
- b. **Second:** Melissa Geska
- c. **All in favor**

**VII. Governance Committee: *Julia Green***

- a. No report this month.

**VIII. Principal's Report: *Barbara Zelazny, Principal***

- a. Transportation: Students and parents have sent letters. Five students are ready to speak at the next RCSD Board meeting. The school will continue to encourage attendance and speakers at RCSD's board meetings.
- b. A proposal for short term closure plans if there is a critical shortage of 3-4 missing faculty due to COVID has been developed.
- c. Student issues since beginning of the year: altercations due to lack of social skills and social-emotional support, tardies/cell phones/uniforms, instigators encouraging poor behaviors, drugs such as vaping and marijuana usage, bringing weapons to school such as knives and blades as a means of protection in the community (walking to and from the school bus), insubordination in the form of disruptive behaviors and extreme language. These behaviors have been exacerbated this year. The administration is working on challenging the culture of fighting.
- d. To combat these behaviors, the school is constantly communicating with parents and welcoming parents to meet at the school preferably after scheduling a meeting. Students suspended after a fight have a plan to get incorporated back into the school. Restorative repair plans are being put in place with Dr. Hatley and reviewed by Ms. Zelazny in partnership with the students that are in long term suspensions and their parents. These plans are put into place while the student is on suspension to welcome the student back sooner while ensuring the safety of the student, her peers, and the staff.
- e. November altercations are down compared to September and October by being more proactive in handling issues.
- f. Attendance is hovering around 80% due to transportation, COVID cases, increase in suspensions, quarantine, fear of COVID. When there are attendance concerns, attendance plans are implemented with counselors. When students are out for several reasons, the LMS (BUZZ) is available allowing them to access their school work. Two hours of tutoring provided by staff are available for students in suspension. Consistent communications are being managed to ensure attendance.
- g. There are 38 COVID cases to date: 6 staff members and 32 students. Information is confidential but able to communicate if it is staff or students and actions taken.
- h. Vaccination: 84% staff and 60% students. Quarantine is not needed if the student is vaccinated. Students can also be tested at school and as long as they test negative, they can stay in school.
- i. What is being done to ensure the safety of the student in the community? Conversations with students and parents are taking place about this and about the use of Marijuana. Possible solutions are alarm systems and also educating students on defense mechanisms and reducing provocations.
- j. Suspensions to date 153 (length of term varies). 45 altercations/suspensions in September/October. 17 altercations/suspensions in November.
- k. What is the staff education in terms of objective/subjective language when it comes to insubordination? The behavior the school is dealing with is extreme including threats; these are safety issues. Staff is educated in having the right level of conversation depending on the level of insubordination.

**IX. Student Report: *Student Rep. Ocean Brown***

- a. 27 students are members of the National Honor Society. In December, the students will participate in a retreat to advance their leadership skills and continue their journey as Leaders of Integrity.

**X. Education Committee: *Idonia Owens***

- a. Dr. Fallon, Dean of Arts and Sciences at St. John Fisher College is now a member of the committee
- b. Criteria: Knowledge of urban education, educating students of color, knowledge of teaching and learning
- c. *Key questions of candidates around these criteria help identify fit.*

**XI. Development Report: *Jennifer Weinstein, Chair & Lauri Bonnell***

- a. Leadership breakfast: sponsorship above goal but table sales below goals due to COVID. New sponsors and contacts will support the end of the year appeal.
- b. Goal for next year: In person event celebrating 10-year anniversary.
- c. Focusing on programs such as: tutoring with UR students, in February we are partnering with *She is the First* to conduct a leadership summit. Other programs include: Cool Women and Hot Jobs, Career in Sports day, Accounting day.

**XII. Finance Committee: *Chuck Falcon, Chair***

- a. No meeting in November
- b. Financial reports in Google Drive

**XIII. School Operations: *Roberta McInnis, Director of Operations***

- a. No additional reports

**XIV. Old Business: *All***

**XV. New Business: *Executive Session***

**XVI. Adjourn to Executive Session:**

**XVII. Adjournment: Next Meeting: [January 7, 2021 \(Friday, 8:00 a.m. - 9:30 a.m.\)](#)**

Motion to adjourn: Jennifer Allen  
Second: Jennifer Weinstein

## YWCP Board of Trustees Meeting

Date: Friday January 7th, 2022  
Time: 8:00 a.m.  
Location: Zoom



### Minutes

- I. **Call to Order:** *Jennifer Allen, Chair*
- II. **Roll Call:** *Belimar Velazquez, Secretary*
- III. **Communications to the Board:** BoT Member Resignation, Dr. Nadine Hylton
- IV. **Public speakers:** None
- V. **Approval of the December 3, 2021 Minutes:** *Jennifer Allen*
  - a. Motion: Jennifer Allen
  - b. Second: Melissa Geska
  - c. No opposition
  - d. All in favor
- VI. **Executive Report:** *Jennifer Allen*
  - a. Welcome Idonia Owens as our newest Trustee. NYSED approved.
  - b. Quarterly Administration Meeting. Options for times in the report for a January meeting to cover some topics in depth.
  - c. Action: Board members to provide preferred time for the meeting by COB on January 7, 2022.
  - d. Thank you to parents and students that have been engaged in the fight to continue the transportation for charter school.
- VII. **Governance Committee:** *Julia Green*
  - a. Committee has been developing a recruitment package for board members.
  - b. Julia is taking the lead on understanding what is required when it comes to training for the school. There is also a professional development requirement for board members on a quarterly basis. Jennifer J. is in communication with the Warner School for possibilities. Anna Hall has also been approached for training the board on how charter schools work within the RCSD construct. Keesha James is another person on the list for DEI education.
- VIII. **Principal's Report:** *Barbara Zelazny, Principal*
  - a. Parental engagement framework - Deb Hanmer, President of Breakthrough Leadership Consulting. She shared information regarding new models of parent engagement focused on partnership, advocacy, and decision-making that is linked to school and student outcomes. Parent engagement examples include parent advisory councils, parent centers. Engaging with parents must include recognition that parents have knowledge and can contribute to the advancement of the school's goal. The educators and the families need to build capacity together through training. The model by Dr. Karen Mapp was presented as the gold standard internationally that positions parents as true partners. Essential parts of Dr. Mapp's Dual Capacity-Building Framework for Family-School Partnership include: organization conditions (family engagement is systemic in every part of the institution), process conditions (all events should be linked to learning so families develop the skills to help the students and be linked to school goals and what is going on in the classroom), relational (need to build trust by reaching out to families). True partnership with parents means that parents are at the table in making decisions instead of just inviting

parents to events. Parents should feel that they are co-creating along with the school. Parents have the knowledge to share particularly based on their experience raising a child in the community. There are essential questions to consider in order to develop a plan for parental engagement. Some approaches in the plan could include: care centered approaches (based on family needs), student centered approaches (based on student academic, behavioral, and social emotional needs), comprehensive approach (policies and practices to build relationship which includes programs). YWCP is working on operationalizing a Parent Council that: brainstorms ideas and solutions with the school to make the YWCP experience stronger, promotes the parent-parent connection, provides insights and advice. The plan is built with parents and not dictated by the school; this builds the required trust for success. Key milestones include holding the first council meeting to set a vision and agenda. Success will be to build a trusting relationship with a group of committed parents that recognize that this is a new model of engagement. For parents that are not able to participate in in-person events, there are opportunities to help their students by making resources available at home. Additionally, events may be offered at two different times during the day, e.g. lunchtime and evening, in person or via zoom.

- b. Students are expected to be in person starting on Monday, January 10. Issues with staffing shortage are impacting the schedule. Not enough substitutes are available.
- c. Regarding transportation, letters have been sent, 20 staff, 3 students have voiced the objection against the proposal to discontinue transportation. Ms. Rhonda Thomas is also working with Ashara Baker from NE Charters on this issue.

**IX. Student Report: *Student Rep. Ocean Brown was not available***

**X. Education Committee: *L. Sparkman***

- a. Dr. Ann has joined the committee. She asked for an annual report which is available on the website. Barb will send the charter school renewal package also.

**XI. Performance Evaluation Committee: *Idonia / Jennifer A***

- a. Annual review for the principal has been completed.
- b. Annual review for the director of operations is in process.

**XII. Development Report: *Jennifer Weinstein, Chair***

- a. Friday, March 4 is the date for Cool Women. Hot Jobs. The plan is to be in person. Boundless Connections (focus on STEM) will be the location for 7<sup>th</sup> graders. 8<sup>th</sup> graders will be going to the RGH Workforce Development Center.
- b. Planning to do an FBI academy in person starting at the end of January.
- c. Tours of different corporations are being planned. This connects college to the work experience. For board members that are working at different corporations, there is an opportunity to host a group. Melissa Geska offered access through the Women's Builders Association to other organizations.
- d. Student crisis fund is being discussed to address aid in catastrophic or emergency events such as house fires. Dreamkeepers at MCC may be a good model to follow.
- e. Virtual tutoring will start in another week.

**XIII. Finance Committee: *Chuck Falcon, Chair***

- a. Committee did not meet but through November there is a surplus of \$360K.

**XIV. School Operations: *Roberta McInnis, Director of Operations***

- a. ARP grant (1.5M) was approved.
- b. Form 990 was accepted by the IRS.
- c. February report will include transportation update and update on spend against approved grants.

*Transportation update.*

**XV. Old Business: All**

- a. Committee Roles/ Responsibilities /Next Steps: Proposal is on the shared drive and will be discussed at the quarterly meeting.

**XVI. New Business: *Executive Session***

**XVII. Adjourn to Executive Session**

**XVIII. Adjournment: Next Meeting: [February 4th, 2022 \(Friday, 8:00 a.m. - 9:30 a.m.\)](#)**

- a. Motion: Jennifer Allen
- b. Second: Melissa Geska
- c. All in favor

**YWCP Board of Trustees Meeting**

Date: Friday February 4, 2022  
Time: 8:00 a.m.  
Location: Zoom



**Minutes**

- I. Call to Order: Jennifer Allen, Chair**
- II. Roll Call: Belimar Velazquez, Secretary**

BoT Attendance		4-Feb
First Name	Last Name	
Jennifer	Allen	x
Jennifer	Aronson-Jovcevski	x
Erin	Duffy-Kruss	
Charles (Chuck)	Falcon	x
Melissa	Geska	x
Julia	Green	excused
Kristin	Lowe	x
Idonia	Owens	
LaQuanna	Sparkman	x
Belimar	Velazquez	x
Jennifer	Weinstein	x

Guests		
First Name	Last Name	
Barbara (Barb)	Zelazny	x
Roberta	McGinnis	x
Lauri	Bonnell	x
Erin	Callahan	x
Kevin	Quinn	x

- III. Communications to the Board: None**
- IV. Public speakers: None**
- V. Approval of the January 7, 2022 Minutes: Jennifer Allen**
  - a. Motion: Jennifer Allen
  - b. Motion 2<sup>nd</sup> by: Melissa Geska
  - c. All in favor
- VI. Executive Report: Jennifer Allen**
  - a. Rochester City School District has removed from the agenda the transportation proposal to stop transportation to schools outside of the City limits.

- b. YWCP will be audited by the state comptroller beginning the week of February 14. This will continue over a period of time.

**VII. Principal's Report: *Barbara Zelazny, Principal***

- a. School is at baseline level. There are 7 staff members positions open. Recruitment is ongoing with the hope to have positions filled by February. Mrs. Sparkman asked about the recruitment process. There is no committee because of bandwidth issues. At this point, Ms. Zelazny is the only one conducting the interviews.
- b. No high spikes of COVID cases in the staff.
- c. Deep Breath initiative has kicked off. 10 students are part of the first cohort.
- d. The Parent Council kicked off on Monday, January 31. Three parents joined and they are setting the agenda. They are recruiting more parents to increase group membership.
- e. Jennifer Allen asked to share more information around attendance. Attendance has been around 80%. Absenteeism throughout the year is always a challenge. The teachers have continued to maintain and improve the instructional materials online.
- f. There has been a spike in fights but not at the level experienced in the Fall. In addition, social media issues have reemerged but are dealt with each week to help students.

**VIII. School Operations: *Roberta McInnis, Director of Operations***

- a. State audit coming up. In addition, there will be a child nutrition audit. Preliminary documentation has been sent to the auditors.
- b. Forecast included in the reports. Forecasting to break even. The forecast includes 376 students. Those attending partial years are part of the forecast. This is short of 9 students from the goal. However, we are still on track to meet the profit goals due to other reduced expenses on FTEs.
- c. All federal grants have been approved. Purchases have been made against those funds.
- d. As reported before, \$134K has been spent so far in transportation to overcome the issues presented by the RCSD decisions. \$330K will be spent for the whole year. YWCP has the reserves to cover the cost.

**IX. Development Report: *Jennifer Weinstein, Chair***

- a. Cool women. Hot jobs. – Planning on the way for March 4th. Many women have already confirmed participation. The activity will take place in the classroom. The speakers will go to the cafeteria to network with the Seniors for lunch but all others will stay in the classroom. Suggestions are welcome for additional participants. Unsolicited feedback from the interviews referred to the videos created by the foundation featured on the website. In addition, another candidate mentioned the level of staff diversity as a positive draw to the school.

**X. Old Business: *All***

- a. Our proposal for renewal will be presented to the Regents for approval in the March-April time frame.

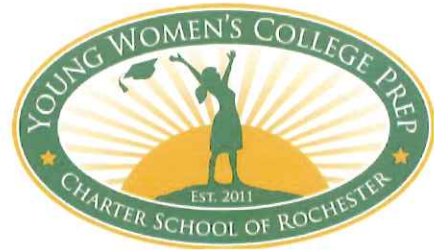
**XI. Adjourn to Executive Session: *Jennifer Allen***



**XII. Motion to adjourn Board Meeting**

- a. Motion: Jennifer Allen
- b. Second: Chuck Falcon
- c. All in favor

**XIII. Adjournment:** Next Meeting: [March 3, 2022 \(Thursday, 6:30 – 8:00 PM.\)](#)



**YWCP Board of Trustees Meeting**

**Date: February 15, 2022**

**Time: 5:30 PM**

**Location: Zoom**

**MINUTES**

I. Call to Order: Jennifer Allen, Chair

II. Roll Call: Kristin Lowe, Board member (substituting for Belimar Velazquez, Secretary)

BoT Attendance		15-Feb
First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcevski	X
Erin	Duffy-Kruss	excused
Charles (Chuck)	Falcon	X
Melissa	Geska	X
Julia	Green	X
Kristin	Lowe	X
Idonia	Owens	X
LaQuanna	Sparkman	X
Belimar	Velazquez	excused
Jennifer	Weinstein	excused

III. Communications to the Board: None

IV. Public speakers: None

V. Motion to adjourn to Executive Session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

- a. Motion: Jennifer Allen
- b. Second: Kristin Lowe
- c. All in favor

VI. Motion to exit Executive Session

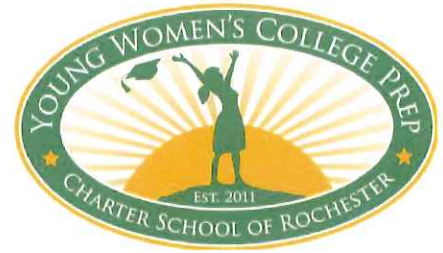
- a. Motion: Jennifer A-J
- b. Second: Melissa Geska
- c. All in favor

VII. Motion to adjourn Board Meeting

- a. Motion: Jennifer Allen
- b. Second: Melissa Geska
- c. All in favor

**YWCP Board of Trustees Meeting**

Date: Thursday March 3, 2022  
 Time: 6:30 pm  
 Location: Zoom



**MINUTES**

- I. Call to Order: *Jennifer Allen, Chair*
- II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		3-Mar
First Name	Last Name	
Jennifer	Allen	x
Jennifer	Aronson-Jovcevski	x
Erin	Duffy-Kruss	
Charles (Chuck)	Falcon	x
Melissa	Geska	x
Julia	Green	excused
Idonia	Owens	x
LaQuanna	Sparkman	
Belimar	Velazquez	x
Jennifer	Weinstein	x
Guests		
Barbara (Barb)	Zelazny	x
Roberta	McGinnis	x
Lauri	Bonnell	x
Ocean	Brown	x

- III. Communications to the Board:
  - Kristen Lowe resignation
  - Confidential communication to the board to be discussed during executive session
- IV. Public speakers: None
- V. Approval of the February 4 and 15, 2022 minutes
  - Motion: Jennifer Allen
  - Second: Idonia Owens
  - All in favor
- VI. Executive Report: *Jennifer Allen*
  - Cool women, hot jobs – thank you to community partners, foundation, and all participants including board members
  - Comptroller audit is ongoing and will be on campus for a few months. Thank you to Roberta and Barb for the kickoff meeting. It went well.

- *RFP status – will be sending out the RFP to four candidates with the goal of middle of next week. The process will involve multiple stakeholders including school leadership, staff, alumni, board. If someone in the board wants to volunteer to coordinate the engagement of all stakeholders please let Jennifer know. This will take a few months to complete process.*
- *Need volunteer to coordinate board retreat for April.*

**VII. Governance Committee: Jennifer Aronson-Jovcevski**

- *Ideas for professional development have been explored. Anna Hall has been selected as the speaker. The topic will be Charter School 101. Anna Hall also offered a free quarterly program where charter school board members across the state can come and ask questions. Proposal is to combine the PD session with the retreat and/or other board meetings. Action: Select date for PD and quarterly retreat – volunteers welcome for April/May planning.*
- *Proposed updates to board recruiting materials will be circulated. Need to accelerate outreach since we have lost a couple of board members.*

**VIII. Principal's Report: Barbara Zelazny, Principal**

- *Positive call from Vickie Smith. The report from charter renewal will be coming back soon to make factual correction before sending it back. Recommendation will be 4-5 years. Benchmark 1 – discussion about where we stand compared to state understanding the gap.*
- *March or April is the expected date range for renewal news.*
- *There is still a pervasive issue regarding fights. Some kids are struggling with issues but starting to improve. There are good things happening at the school.*

**IX. Student Report: Student Rep. Ocean Brown**

- *Good transition to 2nd half of the year. Less fighting. More names for honor roll. The basketball games are packed. Cheerleading is doing a fundraising. Students wearing blazers at event, Cool women, hot jobs. Also, less suspensions are happening now.*

**X. School Operations: Roberta McInnis, Director of Operations**

- *State audit will be back for two days next week.*
- *Over break we received the interactive boards. IT is working to get those online.*
- *Financials are in good shape.*

**XI. Education Committee: LaQuanna Sparkman**

- *No report*

**XII. Development Report: Jennifer Weinstein, Chair**

- *Cool women hot jobs event is the focus right now. The program book is available on the share drive so everyone can view. There are 14 panels with 2-4 women in them including the parent from a student, alumni, board members, past participant.*
- *There is a speaker scavenger hunt where students need to answer questions to win prizes.*
- *Speakers will be in the cafeteria for breakfast and lunch to spend time with the seniors.*
- *Other career focus program starting next week: FBI academy, accounting program*
- *Rochester Building Exchange and Habitat for Humanity build are opportunities being explored thanks to Melissa Geska.*
- *Board has extensive network to provide opportunity.*
- *Jennifer AJ working with the women attorney association*

**XIII. Finance Committee: Chuck Falcon, Chair**

- *Committee met earlier this week. There will be a RFP for strategic contract. Another RFP will be going out for payroll services. Paychex (current vendor) and other vendors will be provided the opportunity to participate.*
- *Space and facilities discussion took place. An ad hoc committee will be put together to evaluate this issue. Chuck Falcon will be leading the committee. Invitation is open to finance committee members and other board members to participate. Areas for consideration: making improvement to the existing building or exploring an alternative facility.*

**XIV. Enrollment, Recruitment, Retention: *Belimar Velazquez***

- *Current enrollment is at 373 students with 20+ applications in process.*
- *Next step: Barb to participate in committee meeting to discuss branding and website.*

**XV. Scholarship: *Erin Duffy-Kruss***

- *Payments have been received for the Spring semester. Jasmin is receiving the last payment since she is a Senior this year. She is coming to Rochester to look for a job. She is graduating with no college debt.*
- *All girls are doing well with 3.0 GPA or higher.*

**XVI. Adjourn to Executive Session**

- *Motion: Jennifer Allen*
- *Second: Melissa Geska*
- *All in favor*

**XVII. Adjourn to General Board Meeting:**

- *Motion: Jennifer Allen*
- *Second: Belimar Velazquez*
- *All in favor*

**XVIII. Adjourn Board Meeting:**

- *Motion: Jennifer Allen*
- *Second: Chuck Falcon*
- *All in favor*

**XIX. Adjournment: Next Meeting: [April 1, 2022 Thursday, 8:00 – 9:30 AM](#)**

**YWCP Board of Trustees Meeting**

Date: Monday March 21, 2022  
Time: 6 -7:00 pm  
Location: Zoom



**Minutes**

**I. Call to Order: Jennifer Allen, Chair**

**II. Roll Call:**

BoT Attendance		3/21/22
First Name	Last Name	
Jennifer	Allen	Excused
Jennifer	Aronson-Jovcevski	
Erin	Duffy-Kruss	
Charles (Chuck)	Falcon	Excused
Melissa	Geska	x
Julia	Green	x
Idonia	Owens	x
LaQuanna	Sparkman	x
Belimar	Velazquez	Excused
Jennifer	Weinstein	x

**Guests**

Erin	Callahan	x
Kevin	Quinn	

**III. Communications to the Board: None**

**IV. Public speakers: None**

**V. Motion to adjourn to Executive Session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.**

- a. Motion: Jennifer Allen
- b. Second: Melissa Geska
- c. Vote: All in favor

VII. Motion to adjourn Board Meeting

a. Motion: Jennifer Allen

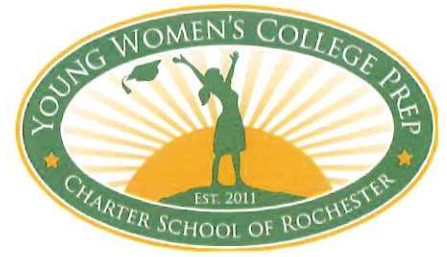
b. Second: Idonia Owens

c. Vote: All in Favor



**YWCP Board of Trustees Meeting**

Date: Friday, April 1, 2022  
Time: 8:00 AM  
Location: Zoom



**MINUTES**

I. Call to Order: *Jennifer Allen, Chair*

II. Roll Call: *Belimar Velazquez, Secretary*

<i>BoT Attendance</i>		<i>1-Apr</i>
<i>First Name</i>	<i>Last Name</i>	
<i>Jennifer</i>	<i>Allen</i>	<i>x</i>
<i>Jennifer</i>	<i>Aronson-Jovcevski</i>	<i>x</i>
<i>Erin</i>	<i>Duffy-Kruss</i>	<i>x</i>
<i>Charles (Chuck)</i>	<i>Falcon</i>	<i>x</i>
<i>Melissa</i>	<i>Geska</i>	<i>x</i>
<i>Julia</i>	<i>Green</i>	<i>x</i>
<i>Idonia</i>	<i>Owens</i>	<i>x</i>
<i>LaQuanna</i>	<i>Sparkman</i>	<i>x</i>
<i>Belimar</i>	<i>Velazquez</i>	<i>x</i>
<i>Jennifer</i>	<i>Weinstein</i>	<i>Excused</i>
<i>School / Foundation Reps</i>		
<i>Crystal</i>	<i>Rupp</i>	<i>x</i>
<i>Roberta</i>	<i>McGinnis</i>	<i>x</i>
<i>Lauri</i>	<i>Bonnell</i>	<i>x</i>
<i>Ocean</i>	<i>Brown</i>	<i>x</i>
<i>Nicole</i>	<i>Sinclair</i>	<i>x</i>

III. Communications to the Board: *None*

IV. Public speakers: *None*

V. Approval of the March 3 and March 21, 2022 Minutes

Motion: *Jennifer Allen*

Second: *Melissa Geska*

Abstain: *Julia Green*

All in favor

**VI. Executive Report: *Jennifer Allen***

- Two responses to the RFP received for the strategic plan. One of the responses had all the elements. The other response was received prior to the RFP being issued but there was time for revisions. One of the respondents has experience with not-for-profit. The board will have to vote on the vendor selection and on the budget. Payment will have to come from the Y21-22 and the Y22-23. Responses are due April 4. Board members have access to the responses. An electronic vote will be conducted on the selection and budget approval
- Thank you to the people that participated in the Cool Women, Hot Jobs event.
- Thank you to the people that contributed to issuing the factual corrections to NYSED. Approval could come in the April or May timeframe. No concern at this time.
- Board annual self-assessment will be coming soon. Also, retreat will happen soon.
- For the strategic planning, we will need a committee. Anyone from the community, board, etc. that wants to volunteer is welcome. Please reach out to Jennifer Allen.
- *Congratulations to Jennifer Allen selected as RBJ Women of Excellence*

**VII. Principal's Report: *Crystal Rupp, Nicole Sinclair***

- Mariana Sahid – new staff member from Egypt with experience in ESL. In Egypt, taught English to Arabic speaking students.
- Building sub hired with background in Science and Math.
- Just completed the NYS ELA assessment for 7<sup>th</sup> and 8<sup>th</sup> grade students. Make up window available until April 8<sup>th</sup>. 85% of students participated and finished. Writing work looked great which is a reflection of the work being done by teachers.
- Math state assessment for 7<sup>th</sup> graders only will take place at the end of April. Anticipate same level of participation. If students leave the school and do not take the assessment, the school is not penalized.
- April 8 is the Day of Caring giving students an opportunity to participate in the service-learning project. For example, in one project, the students are putting together and delivering care packages for survivors of domestic violence.
- Led by Dr. Melanie Silus, the school was selected to participate in an 8-week breath deep program called 'Changing our narrative - conversations about mental health.'. 10 YWCP students will be participating in the program. Students are excited. Program takes place on Friday morning for 2-hours.
- Superintendent day will take place April 12. Activities planned for teachers to look at data, start planning for the end of the year, look at benchmarks
- Instructional coaches continue to support teachers and students in the classroom.

- Spring college visits happening in March – May.
- Seniors visited Monroe County Court House. Great experience meeting with judges and learning about the process.
- COVID numbers are low but nurse is out due to COVID. Working on coverage.
- Spring sports, track and softball, are starting.
- Working on getting transportation papers from students. April 1 is the deadline. With incentives, more students are turning the paperwork in. In the past, one of the concerns was that the families were not turning the paperwork in by the deadline.
- Still experiencing behavioral issues with students: uniforms, cell phones, and bathroom misuse.
- Reinstating practices used in the past such as turning in cell phone in the morning to ensure student safety.
- Jennifer Allen requested that any needs from a safety perspective get communicated now so that it makes it into the next budget cycle. The school needs the systems in place in order to ensure the health and safety for the students and staff.

**VIII. Student Report: *Student Rep. Ocean Brown***

- Cool women, hot jobs was a great event.
- Over 100 students in honor roll got to participate in a field trip to Horizon for laser tag and skating activities. Students with good attendance also participated.
- New senior privileges exist if they wear their uniform M-Th.
- National Honor Society induction is April 26.

**IX. School Operations: *Roberta McInnis, Director of Operations***

- State comptroller audit is still going on. They go on site 1-2 times a week. Staff interviews have taken place. Focus testing areas will begin soon.
- Budget cycle has started. Security is a high priority. The main entrance security is being evaluated.
- Finance committee will happen in April-May. Budget, salary, and academic calendar will be discussed.
- Grant may be available. Jennifer A. will share information from Vicki Smith.
- Ms. Sparkman asked if anything needs to be done in this school year in terms of building safety. Staff doesn't perceive any immediate needs. For now, the most pressing issue is making sure the policies and procedures are followed and both parents and students understand them. In the last 2-3 weeks, progress has been made in this area and it is positively impacting the culture. There has been a decline in school violence. Teachers are stepping up to enforce these procedures.

**X. Education Committee: *LaQuanna Sparkman***

- Meeting was postponed due to the Principal being on medical leave.

**XI. Development Report: *Jennifer Weinstein, Chair***

- Jennifer Weinstein is unavailable. Lori B. has shared a report with pictures and videos. Four students are participating in the financial report program sponsored by Price Waterhouse Cooper and RIT.
- Cool women, hot jobs has opened up opportunities such as a visit to Niagara University.
- Alumni are being connected to women that could mentor them and help them network to further their career.
- Foundation is planning a Leadership Breakfast which will be celebrating 10 years and our first alumni graduating from college. Need input from the board – please fill out the survey.
- Rochester Women Network may be a good partner for networking for students. Melissa Geska will help make the connection. Lori is also connecting them to Tech Rochester.

**XII. Finance Committee: *Chuck Falcon, Chair***

- No meeting in March. Committee meeting in April will review the initial budget which will be presented at the May board meeting. For the May board meeting, the committee will also present an investment policy which the board will have to vote on.
- Financials through the end of February does not reflect the forecast of net-zero.
- Investments are over \$490K. Currently in a negative position by \$2.4K due to market performance

**XIII. Governance: *Julia Green***

- Professional development will be included in the board retreat.
- Planning assessment being evaluated.

**XIV. Adjourn to Executive Session**

- Motion: Jennifer Allen
- Second: Melissa Geska
- All in favor

**XV. Salary increase for Operations Manager**

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor

**XVI. Appoint Interim Principal, *Idonia Owens with Executive Coach***

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor

**XVII. Exit Executive Session**

- Motion: Jennifer Allen
- Second: Julia Green
- All in favor

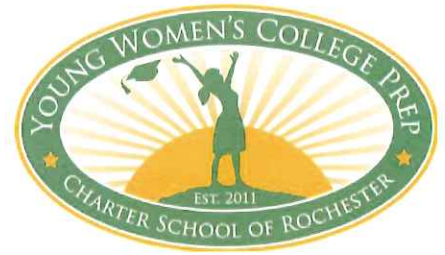
**XVIII. Adjourn to Meeting:**

- Motion: Jennifer Allen
- Second: Julia Green
- All in favor

**XIX. Adjournment:** Next Meeting: [May 6, 2022 Friday, 8:00 – 9:30 AM](#)

**YWCP Board of Trustees Meeting**

Date: Friday, May 6, 2022  
Time: 8:00 AM  
Location: Zoom



**MINUTES**

- I. **Call to Order:** *Jennifer Allen, Chair*
- II. **Roll Call:** *Chuck Falcón, Secretary Delegate*

<i>BoT Attendance</i>		<i>May 6</i>
<i>First Name</i>	<i>Last Name</i>	
<i>Jennifer</i>	<i>Allen</i>	<i>x</i>
<i>Jennifer</i>	<i>Aronson-Jovcevski</i>	<i>x</i>
<i>Erin</i>	<i>Duffy-Kruss</i>	<i>x</i>
<i>Charles (Chuck)</i>	<i>Falcon</i>	<i>x</i>
<i>Melissa</i>	<i>Geska</i>	<i>x</i>
<i>Julia</i>	<i>Green</i>	<i>Excused</i>
<i>LaQuanna</i>	<i>Sparkman</i>	<i>x</i>
<i>Belimar</i>	<i>Velazquez</i>	<i>Excused</i>
<i>Jennifer</i>	<i>Weinstein</i>	<i>x</i>
<i>School / Foundation Reps</i>		
<i>Idonia</i>	<i>Owens</i>	<i>x</i>
<i>Roberta</i>	<i>McGinnis</i>	<i>x</i>
<i>Lauri</i>	<i>Bonnell</i>	<i>x</i>

- III. **Communications to the Board:** Idonia Owens submitted her resignation to the Board in order to assume the role of interim Principal for YWCP while Principal Barb Zelasny is out on medical leave.
- IV. **Public speakers:** None
- V. **Approval of the April 2022 Minutes**
  - Motion: *Jennifer Allen*
  - Second: *Melissa Geska*
  - All in favor

**VI. Executive Report: Jennifer Allen**

- Massive thank you to all the people that made achievement of the YWCP 5 year renewal possible. This decision was shared via a phone call with Vickie Smith.
  - i. For now, this has only been shared with the Board. Once we receive the decision in writing, we can share the news publicly.
- Please share the links to the Board of Regents survey with constituents; parents/guardians, teachers, and students. Encourage their participation. The links are provided in the Executive Report which is on the Google drive in the *May 6 2022 Board Meeting* folder.
- By now, the Board members should have reviewed both RFPs received relating to the strategic plan development. Jennifer recommends Peter Carpino. His bid response was more complete, and he is endorsed by multiple board members. Two Board votes are required: (1) to approve the selection of the consultant and (2) to approve the expenditure which will be partly incurred this school year and partly in the 2022/23 school year.
- Jennifer also recommended that we engage community members with charter school experience (which Peter does not yet have) such as Donna Marie or others such that they can be part of the strategic plan committee and bring that charter school perspective.
- Jennifer opened the floor for BOT questions and comments.
- There were no questions and no objections to the selection of Peter Carpino.

**VII. Approval to spend approximately \$30,000 for consulting support for the development of the YWCP strategic plan expected to cover 2 to 3 years.**

Motion: *Jennifer Allen*

Second: *Chuck Falcón*

All in favor

**VIII. Governance:** Please review the written report prepared by Julia and which is on the Google Drive.

**IX. Principal's Report: *Idonia Owens, Interim***

- Dr. Owens indicated that her experience has been great, and the girls are absolutely lovely.
- 7<sup>th</sup> and 8<sup>th</sup> grade assessment testing is complete.
- Miss Sinclair did a terrific job organizing the testing and arranging a special activity after the tests to reward the students (Ice cream truck for the 7<sup>th</sup> graders and pizza party for the 8<sup>th</sup> graders).
- Dr. Owens thanked the Board for honoring the teachers during Teacher's Appreciation Week with a continental breakfast at the school.
- Next year's bell schedule will be from 9 am to 4 pm.
- The school is also looking into getting an early bus or a late bus to enable the school to have club activities, credit/learning recovery and tutoring.
- Even though the new schedule provides for one less hour per day, the schedule will be rearranged in such a way that there will not be any loss of instruction time from this year to next year.

- Julia Green and Jennifer Aronson-Jovcevski will be attending a meeting later this month with the Northeast Charter Network and Anna Hall and there will be representatives from all of the Rochester area charter schools. At this meeting, they will discuss the ongoing transportation issues.
- The Friday schedule will continue to be modified (versus the rest of the week), however, the specific details are still to be determined.
- Dr. Owens has had many parent meetings and the results have been very positive as far as parent participation. Several parents have committed to being part of the leadership for the parent group. The first meeting with this parent leadership is next week (May 11) and part of the focus will be to identify how to draw more parents in. The meeting will also review some of the issues at the school, as well as the broader issue of making sure parents are included in creative ways to be involved with the school, including possibly via activities at the school.
- Systems have been put in place including scanning the students for any type of contraband and student phones are once again being collected at the beginning of the school day.
- Dr. Owens is also listening to the students and when feasible agreeing to changes, for example, by allowing flexibility regarding the uniforms and adjusting senior lunches so the students have greater flexibility.
- A representative from the local Board of Elections came to the school and shared that there are opportunities to work the polls and get paid. A number of students signed up for the corresponding training.
- At this time, the graduation rate is estimated at 91%. Efforts, including credit recovery, learning recovery and home visits by counselors, are being made to increase this percentage.

**X. Student Report:** No report as Ocean was unable to attend the meeting.

**XI. School Operations: *Roberta McInnis, Director of Operations***

- We are deep into the budget planning and preparation process. Roberta has met with Idonia with further meetings planned.
- The Director of Operations Report contains information regarding the Federal grants and the school utilization of those grants.
- Roberta shared the school 2022-2023 calendar. This calendar is very consistent with recent year's calendars and the instructional hours are consistent as well.

**XII. Approval of the 2022-2023 School Calendar**

Motion: *Jennifer Allen*

Second: *Melissa Geska*

All in favor

**XIII. Development Report: *Jennifer Weinstein, Chair***

- Jennifer Weinstein is unavailable. Lori B. highlighted a few items from the Development Committee Report which is available on the Google Drive.



- Students have had or will be having a number of workplace visits. Last week they visited LaBella Associates. Next week they will be visiting Nixon Peabody, a law firm, and which will be hosted by Jennifer Aronson-Jovcevski.
- There is a full report from the National Student Clearinghouse regarding alumnae college participation and retention. Lauri highlighted the following:
- College enrollment has been down since the first YWCP graduating class, which is consistent with a nationwide trend.
- Jennifer Allen shared that she chatted with the Student Leadership Network regarding this very topic and discussed how we can re-engage or how we can get more involved with CBI and use that as a vehicle to help propel YWCP graduation rates, and college retention rates. This can help us with some of the data shown in this report and it is recognized as a call to action.
- The 5K event was held last weekend, but we don't yet know the fund-raising impact. Thanks to all the volunteers!
- Based on the survey responses, YWCP will be hosting a gala, as opposed to a breakfast, later this year in October to celebrate the schools 10 year anniversary. Need one or two board members to volunteer to be on the event planning committee. This would require participation in 1 hour meetings, twice a month. Please reach out to Laurie if interested and able to assist.

**XIV. Finance Committee: *Chuck Falcon, Chair***

- We were unable to get the budget far enough along to be able to share with the Board. The plan is to provide the budget to the Board in advance of next month's meeting so that we can vote to approve the budget at that meeting.
- The target is to provide the Board a draft of the Budget by May 20.
- Not everyone was able to review the Investment Policy drafted by Chuck. It will be reviewed for approval at the June meeting.
- Jennifer asked Jennifer Aronson-Jovcevski about the publication of the updated school policy manual which was submitted to NYSED for approval as well as what is the process for future policy changes, including the investment policy. Per Jennifer A-J, any policy changes would need to be approved by the Board and any material changes would need to be approved by NYSED.
- **Jennifer Allen to ask the school's attorneys to follow up with Vicki Smith.**
- **Jennifer Aronson-Jovcevski to follow up with Belimar regarding what happened with the policy change submission to NYSED.**

**XV. Scholarship Committee: *Erin Duffy Kruss***

- Erin is waiting for the current scholarship recipients to finish the semester so she can then submit their grades to The Sumners Foundation.
- She is also reaching out to the counselors at YWCP to identify potential future scholarship recipients.

- Jennifer Allen noted that there is a report from the Director of College Counseling on the Google Drive titled "2021 2022 YWCP Report 2.pptx". The report includes information regarding the colleges this year's graduates will be attending.

**XVI. Recruitment, Enrollment, and Retention (RER): Lauri Bonnell on behalf of *Belimar Velazquez***

- Please refer to the RER report on the Google Drive.
- Lauri indicated that the RER committee has a meeting within the last two weeks. At the meeting, Jess Lindsay, who oversees RER for the school, presented the latest data.
- The lottery was held on April 3<sup>rd</sup> and there were over 200 applicants. Now the process is for students whose applications have been accepted to complete the paperwork and become fully enrolled.
- Compared to recent years, Lindsay believes we are in a very good position.
- The Marketing campaign included radio ads and updates on Facebook. The Marketing campaign will be repeated during the summer.
- Chuck shared that he had sent a request to Belimar to work with the RER committee and validate the enrollment number which would be the basis for the 2022/23 budget. This number would then be the target to track against by the RER committee.
- Jennifer pointed out that at our current enrollment of 366 which is 89% of target we are approaching our minimum required enrollment which is 85% of the maximum enrollment of 410. Jennifer stressed the importance of staying at least at 90% of the maximum enrollment.
- Laquanna suggested sharing at the upcoming Parents meeting with the interim Principal, Dr. Owens, the good things happening at the school, such as the 5 year charter renewal, and any pending changes that would help sell the school to the current parents. It would also be good to see if the parents have any questions and see if that triggers any ideas for the RER committee or the Board that would help with recruitment efforts.
- Lauri agreed that getting input from parents regarding how they make their decisions and where do they get their information from could be very valuable.
- Lauri to share with the RER committee when the next parent meeting is so that they can prepare for this type of discussion.

**XVII. Adjourn to Executive Session**

- Motion: *Jennifer Allen*
- Second: *Laquanna Sparkman*
- All in favor

**XVIII. Exit Executive Session**

- Motion: *Jennifer Allen*
- Second: *Melissa Geska*
- All in favor

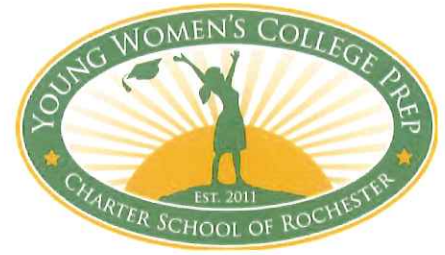
**XIX. Adjourn to Meeting:**

- Motion: *Jennifer Allen*
- Second: *Melissa Geska*
- All in favor

**XX. Adjournment:** Next Meeting: [June 3, 2022 Friday, 8:00 – 9:30 AM](#)

## YWCP Board of Trustees Meeting

Date: Friday, June 3, 2022  
Time: 8:00 AM  
Location: Zoom



## MINUTES

### I. Call to Order: *Jennifer Allen, Chair*

### II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		Jun 3
First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovceviski	excused
Erin	Duffy-Kruss	excused
Charles (Chuck)	Falcon	X
Melissa	Geska	excused
Julia	Green	X
LaQuanna	Sparkman	X
Belimar	Velazquez	X
Jennifer	Weinstein	
Guests		
Roberta	McGinnis	X
Lauri	Bonnell	X
Peter	Carpino	X
Jess	Lindsay	X
Idonia	Owens	X

### III. Communications to the Board: *Parent email, Town Meeting*

### IV. Public speakers: *None*

### V. May 2022 Minutes Approved

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor
- Abstain: Julia Green

### VI. Executive Report: *Jennifer Allen*

- Report is on the share drive.
- June 25 at 1 PM at Nazareth College is the graduation date.

- Peter Carpino gave a high-level overview of the strategic planning. The model that will be used is the one that Lapiana Associates developed. The focus is on the key trends and issues impacting an organization and how do we respond strategically to those issues. This is different to the model used in other organizations. One of the potential trends and issues is the impact of COVID has had on the students and the organization in terms of academic achievement as well as socio-emotional development. The process is very intentional and could be completed in a series of 9 meetings. A lot of prep work will happen during the Summer with a target launch of September. The report will then be available in January/February for board review. Another aspect of the process is a SWOT analysis addressing differentiators, potential partnership, and the future of the organization 5 years down the road, what is the business model for the school.

**VII. Governance Committee: *Julia Green***

- BoT Officer Election – We have a standing slate of officers. Invitation to other board members if they are interested in the position was made. For the people that are not present, they have the opportunity to add their name. The governance committee has the responsibility to canvas all board members. Jennifer Allen only canvased the existing executive members. The proposal is to extend the current officers until July and then vote at the July meeting.
- **Motion:** Extend the term of each of the officers of the board through July 8.
  - i.* Motion: Julia Green
  - ii.* Second: Jennifer Allen
  - iii.* All in favor
- BoT Member Selection
  - i.* Seven people have been identified. Maimona has been on the governance committee for many years. Her application is forthcoming so that the board can vote.
  - ii.* Julia Green will circulate the names of the board members being proposed.
- Teacher Survey – No report at this time. NYSED does a survey. However, the board commissioned a survey through Deb Hamner. Survey should be in the budget. Jennifer Allen will reach out to Deb Hamner and loop Julia Green in the conversation.
- Self-assessment Survey – In process
  - i.* Jennifer Allen has the survey in the surveymonkey account. Julia will work with Jennifer on deploying the survey. Surveys will then take place in the month of June. Hope to have results for July retreat.

**VIII. Principal's Report: *Idonia Owens, Interim***

- Town meeting was successful. Approximately 30 parents and community members provided feedback. Parents want to volunteer services in the building. The video of the meeting is on the website. As a result, a parent group will be started.
- June 14 at 6 PM will be the next meeting. Jess Lindsay has posted the link on the website.

- Security has new protocols for entering the building. When people come in, they will show the ID, state their business. If picking up a student, they will wait at the security desk. Security will call the office and ensure the person is on record. The student will be called down to meet the person. Parents feel good about people not walking around the building.
- Jess Lindsay will be reaching out to families currently on the enrollment wait list.
- 7<sup>th</sup> graders will have a two-day orientation. 9<sup>th</sup> graders will have a one-day orientation session. 12<sup>th</sup> graders will have an orientation over the summer to learn what is expected for their Senior year.
- Crystal Rupp is taking a position as principal at Flower City School #54.
- We should be at a graduation rate of 94% in June; there should be a boost in graduation rate by the end of August but they will still be considered in the 2022 graduation stats.
- Award assemblies will take place June 3<sup>rd</sup>.
- Hamlin Beach field trip took place on June 2<sup>nd</sup>. Seabreeze trip for 150 students will take place week of June 6.
- June 10 is last day of school. Test prep will happen over the following week.
- School of Discovery and YWCP leadership have met to help straighten misconception. There will be more collaboration between the schools. Examples include: sharing music teachers, combined chorus, getting ESL students to collaborate. Next year will be a transition year regarding the collaboration between the schools. Board chairs from both schools have also met.
- Planning over the summer has started including curriculum writing, workshops on the use of data, training on how to run an advisory with the advisor taking a lead and developing close relationships with their group of 12-15 advisees so they can work on school culture, the YWCP way and developing rapport with their teachers.
- A team is revising the School Code of Conduct and the Student, Parent Handbook.
- There will be an EOY newsletter.
- Suspensions are down significantly. There is more uniform compliance than before.

**IX. School Operations: *Roberta McInnis, Director of Operations***

- Meeting with architect took place to make the entrance more secure. For example, make the entrance the front of the building. Discovery has gone through a similar process building an enclosure.
- The Charter School Office has provided a link for the financial disclosures which will facilitate the process. Forms and annual report are due in August.
- Focus area for the state audit is IT.
- Paychex has been used as the payroll service provider, but services are not meeting expectations. A cost comparison of potential options has been posted on the drive. After evaluation, Alliance has the best proposal. Alliance is led by the husband of a board member, Jennifer Jovceski.

- Julia Green expressed conflict of interest based on bylaws should be addressed. Chuck Falcon expressed that the finance committee had reviewed bylaws. The requirement is to put the effort out for bid. Roberta McInnis performed that task and spoke with Erin Callahan, Esq.
- **Motion:** Approve the change of payroll vendor to Alliance
  - i. Motion: Chuck Falcon
  - ii. Second: Julia Green
  - iii. All in favor
- Flower City Charter services have been great with custodial services. We are at the end of the 2-year contract. Contract will be extended for another 2 years which is reflected in the budget.
- The lease has been shared with counsel for review. Language changes were proposed by landlord. Lease increase is also in the budget.
- Architectural changes for security purposes are not in the budget. Board vote to use reserve funds may be needed in the future. Finance committee will review. Landlord will also be involved to review proposal. Jennifer A. suggested exploring partnership with School of Discovery to ensure both schools are in lockstep for any changes.

**X. Finance Committee: *Chuck Falcon***

- Budget proposal was sent to the board on May 20. Chuck F. shared the budget via Zoom. Budget is based on enrollment of 370. Assumption is that the per pupil rate will increase by \$100/student. ESSER II fund can be used to reimburse the school for transportation costs incurred during the transportation crisis. There are \$11K left in the ESSER fund which will be used next year. The proposed cost for Strategic Planning has been included. The additional lease expense has been included. For personnel costs, organizational changes are in the budget figures. Bottom line, the projected loss is over \$300K. Finance committee has approved the budget given the strong cash position at the school. There may an opportunity to use the grant towards the salaries. Once confirmed, that will positively impact budget. However, if we are in a similar situation next year, there may have to be a staffing review.
- Final per pupil rates are out now. Based on that, the deficit will drop to \$257K (\$47K rate increase in the per pupil amount).
- \$8K to be reallocated to the interscholastic sport from the coaching budget.
- In the past, discussions have happened around owning a van to reduce school's costs. This is not in the budget, but it may be an opportunity to partner with other charter schools.
- **Motion:** Approve proposed budget for 22-23 school year
  - i. Motion: Chuck Falcon
  - ii. Second: Julia Green
  - iii. All in favor

**XI. Enrollment, Recruitment, Retention: *Jess Lindsay***

- Big picture: retention is the issue. Usually, 50-75 students leave each year which is equivalent to an entire class. In other charter schools, recruitment position is a FTE.
- Projection: 446 students if everyone enrolls. However, the process is to oversell to maximize enrollment.
- 7<sup>th</sup> grade: 90 families in process. 22 have accepted and 21 in the process of registered. Calls will be made to ensure the process is complete.
- Goal is to retain 60 in every class. Withdrawal is currently at 55.

**XII. Old Business: All**

- **Motion:** Approve board calendar for 22-23
  - i.* Motion: Jennifer Allen
  - ii.* Second: Chuck Falcon
  - iii.* All in favor
- Discussion: Proposal is to go back to in person. Hybrid would be preferred. Also, April 7 is the Friday of the Spring Break. The meeting will be moved to April 14 instead.
- Approved schedule will be posted on the website.
- **Development committee:** Google form posted for leadership award.

**XIII. New Business: Executive Session**

- Motion: Go to executive session
- Motion: Julia Green
- Second: Chuck Falcon
- All in favor

**XIV. Adjourn Executive Session**

- Motion: Adjourn from executive session
- Motion: Jennifer Allen

**XV. Adjournment**

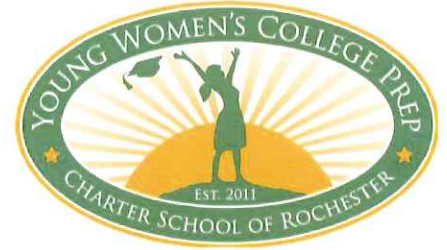
- Motion: Jennifer Allen
- Second: Julia Green
- All in favor

**XVI. Next Meeting: [Jul 8, 2022 Friday, 8:00 – 9:30 AM](#)**



## YWCP Board of Trustees Meeting

Date: Friday, June 10, 2022  
Time: 7:30 AM  
Location: Zoom



## MINUTES

### I. Call to Order: *Jennifer Allen, Chair*

### II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		Jun 10
First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcevski	X
Erin	Duffy-Kruss	X
Charles (Chuck)	Falcon	X
Melissa	Geska	X
Julia	Green	X
LaQuanna	Sparkman	X
Belimar	Velazquez	X
Jennifer	Weinstein	

#### Guests

Erin	Callahan	X
Kevin	Quinn	X

### III. Adjourn to Executive Session:

Motion: Jennifer Allen  
Second: Melissa Geska  
All in Favor

### IV. Vote – Personnel Decision and BoD Chair Authority for Negotiation:

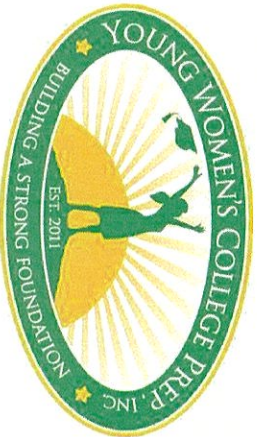
Motion: Melissa Geska  
Second: Jennifer Jovcevski  
All in Favor

### V. Leave Executive Session:

Motion: Jennifer Allen  
Second: Belimar Velazquez  
All in Favor

### VI. Meeting Adjournment:

Motion: Jennifer Allen  
Second: Melissa Geska  
All in Favor



# Young Women's College Prep Charter School Organizational Structure 2021-2022

Board of Trustees

Principal

Director of Operations

Asst. Principal  
7-8

Asst. Principal  
9-12

Coordinator  
of Curriculum  
& Instruction

Director of  
Athletics &  
Recruitment

Counselors &  
Social Work

Business  
Office  
Manager

Teacher

Academic Coaches:  
Literacy, Math,  
Science, Social  
Studies, Special Ed,  
ESOL

Office Staff  
Security  
School Nurse  
IT Staff

**Young Women's College Prep Charter School of Rochester**  
**12 Month Calendar 2022-2023**  
**(184 Instructional Days, 1010.85 Instructional hours)**

**July**

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
26	26	27	28	29

**August**

Mon	Tues	Wed	Thurs	Fri
1		3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**September (19 days, 103.5 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**October (20 days, 110 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**November (18 days, 101.5 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**December (17 days, 92.1 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**January (20 days, 109.6 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**February (15 days, 82.5 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

**March (23 days, 125.4 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**April (15 days, 82.25 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**May (21 days, 114 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	23	25	26
29	30			

**June (16 days, 90 instructional hours)**

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- Staff Report - August 22rd
- Early Dismissal Days
- Holiday/Recess (No Students or Staff)
- Superintendent's Conference Day (No School for Students)
- Regents and School-level Exams
- September 7, 2022 All Grade Levels Report
- June 23, 2022 - Last Day of School

**Updated DECEMBER 2020**

**PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT**

**(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)**

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

**BEDS CODE #**

2	6	0	5	0	1	8	6	1	0	2	0										
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**District/School Name**

Y	W	C	P		C	h	a	r	t	e	r		S	c	h	o	o	l				
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**Facility/Building Name**

S	u	m	m	e	r		a	n	d		P	a	r	k	e	r		C	a	m	p	u	s		
---	---	---	---	---	---	--	---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	---	--	--

**Street Address (NO PO Box Numbers)**

1	3	3		H	o	o	v	e	r		D	r	i	v	e									
---	---	---	--	---	---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--	--

**City/Town/Village**

**Zip Code**

R	o	c	h	e	s	t	e	r		N	e	w		Y	o	r	k		1	4	6	1	5		
---	---	---	---	---	---	---	---	---	--	---	---	---	--	---	---	---	---	--	---	---	---	---	---	--	--

**INSTRUCTIONS**

- Read the "*Manual for Public School Facility - Fire and Building Safety Inspections*" prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

## Part I: General Information and Fire/Life Safety History

---

Inspection Date **5.9.2022**

**Note : Please insert the date the actual inspection took place.**  
*The Inspection Date cannot be earlier than 45 days before the Due Date.*

---

### 1. Please indicate the primary use of this facility:

- INSTRUCTIONAL
- ADMINISTRATIVE
- BUS MAINTENANCE
- BUS STORAGE ONLY
- LEASED FACILITY OFF SCHOOL GROUNDS
- MAINTENANCE
- OTHER

Please Specify:

- PUBLIC LIBRARY
- STORAGE
- VACANT

2. Is there a fire sprinkler system in this facility?  YES  NO

If 'yes', is the sprinkler alarm connected with the building alarm?  YES  NO

3. Is there a fire hydrant system for facility protection?  YES  NO

If 'yes', indicate ownership of system (select one):

- Public owned
- School owned
- Other

Please Specify:

4. Indicate the ownership of this facility

- Leased
- Owned

a. If the building is not District Owned, provide the name and address of Landlord or Building Owner:

Name \*

EDUCATION SUCCESS  
FOUNDATION

Address \*

4 LAKEVIEW PARK

ROCHESTER, NY 14613

Telephone # \*

585-563-3033

5. Does the District lease the building or spaces within the building to others?  YES  NO

a. If yes, indicate the tenant(s):

Name \*

Address \*

Telephone # \*

6. What is the current gross square footage of this facility?

nearest whole ten feet: 112,000

7. If this Facility is vacant, skip the remaining questions and go to Section #2 Non-Conformance and report any non-conformances for Items #25A-1 through #26A-3

**B: FIRE AND EMERGENCY DRILLS**

If this facility is used for instruction, complete (a) - (g); otherwise go to question 9.

a. Per Section 807, paragraph 2 of the State Education Law entitled Fire and Emergency Drills, a copy of Section 807 has been printed and distributed as guidance to teaching staff?  YES  NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1 and June 30 of the previous school year:  YES  NO

**FIRE & EMERGENCY DRILLS**

NOTE Eight (8) are required between September 1, and December 31  
Eight (8) drills are required to be evacuation drills. Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	10.6.21	<input checked="" type="radio"/>	
2	10.12.21	<input checked="" type="radio"/>	
3	10.15.21	<input checked="" type="radio"/>	
4	11.2.21	<input checked="" type="radio"/>	
5	11.5.21	<input checked="" type="radio"/>	
6	11.8.21	<input checked="" type="radio"/>	
7	11.12.21	<input checked="" type="radio"/>	
8	11.16.21		<input checked="" type="radio"/>
9	12.1.21		<input checked="" type="radio"/>
10	5.8.22		<input checked="" type="radio"/>
11	6.2.22	<input checked="" type="radio"/>	
12	6.7.22		<input checked="" type="radio"/>

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

8d. Average time to evacuate facility was: 2 minutes 35 seconds

8e. Arson and fire prevention instruction was provided in accordance with section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson, fire prevention, injury prevention, and life safety for each month school is in session.  YES  NO

8f. Employee fire prevention, evacuation, and fire safety training was provided, and records maintained, in accordance with Section F406 of the NYS Fire Code  YES  NO

9. If the fire alarm system was activated, was the fire department immediately notified?  YES  NO

10. Have there been any fires in this facility since the last annual fire inspection report?  YES  NO

a. If 'yes', indicate: Number of fires                      Number of injuries                      Total cost of property damage



**Part II: Public School Fire and Building Safety Non-Conformance Report Sheet**

School District \_\_\_\_\_  
 Facility # \_\_\_\_\_

Building Name YWCP Charter School

Part II-A (to be completed for public schools only - except "Big 4")					Part II-B					Part II-B					Part II-B				
Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected		Item #	Non-Conformance	Date Corrected	Date Reinspected	
01A-2					08A-2					13A-2					19E-1				
01B-1					08B-2					13B-2					19F-1				
01C-1					08C-2										19G-1				
01D-1					08D-2					14A-2					19H-2				
01E-1					08E-2					14B-2									
					09A-2					14C-2					20A-1				
02A-2					09B-2					14D-1					20B-1				
02B-1					09C-1	5/19/22	5/16/22	5/23/22		14E-1					20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1					09F-2					15B-1					22A-3				
02E-2					09G-2					15C-2					22B-3				
02F-3					10A-2					15D-2					22C-3				
02G-2					10B-2					15E-1					23A-1				
					10C-1					16A-2					23B-1				
03A-3					10D-1					16B-2					23C-1				
03B-1										16C-2					23D-2				
					11A-2					16D-2					24A-3				
04A-2					11B-1					17A-3					25A-1				
04B-2					11C-2					17B-2					25B-1				
04C-1					11D-2					17C-2					25C-1				
					11E-1					17D-2									
05A-3										17E-1									
05B-2					12A-1					17F-3									
05C-2					12B-3					17G-1									
					12C-2					17H-2									
06A-1					12D-2					17I-2									
06B-1					12E-1					17J-1									
06C-1					12F-1					17K-1									
06D-2					12G-1					17L-1									
06E-3					12H-1					18A-2									
06F-1					12I-1	5/19/22	5/16/22	5/23/22		18B-2									
06G-1					12J-1					18C-2									
06H-2					12K-1					18D-2									
					12L-1					19A-3									
07A-3					12M-1					19B-2									
07B-2					12N-1					19C-1									
07C-2					12O-2					19D-1									

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

**Inspector**  
 The inspector has been provided with a copy of the previous year's school fire safety report:

Yes \_\_\_\_\_ No \_\_\_\_\_

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

**Initial Inspection:**  
 Fire Safety Inspector: Name Christopher Forsyth  
 Date 5/29/2022

**Final Inspection (if required):**  
 Fire Safety Inspector: Name Christopher Forsyth  
 Date 5/24/2022

Registry #  (26E-4)  
 Registry #  (26F-4)

### Part III: Public School Certifications

#### Section III-A. Fire Inspector

The individual noted below inspected this building and the information in this Fire Safety Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to Title 19 Part 1208

Name: Christopher Forsyth

Telephone #: 

Title: Asst. Fire Marshal

Certification # 

Email: cforsyth @ grecceny.gov

(as designated by the NYS Department of State)

#### Section III-B. Building Administrator or Designee

*Please provide the name and contact information of the person responsible for monitoring this inspection (whomever accompanied the inspector; provided access to all spaces; and made available any records and/or required documentation requested by the inspector)*

The individual identified below certifies that this building inspection was conducted on this date 5.9.2022 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: BARBARA HASLER

Telephone #: (585) 254-0320

Title: HR & DATA COORDINATOR

Email: bhasler@youngwomenscollege

Signature <sup>prep.org</sup> Barbara A. Hasler

#### Section III-C. School Superintendent

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

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Public School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which are not corrected immediately shall be corrected within a period of time approved by the Commissioner.

Name: DR. IDONIA OWENS

Telephone #: (585) 254-0320

Title: PRINCIPAL/SUPERINTENDENT

Email: iowens@youngwomens

Signature Dr. Idonia M. Owens

college.prep.org

University of the  
Education



State of New York  
Department

## CERTIFICATE OF OCCUPANCY

**VALID FOR FACILITY:**

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

**Building ID:** 261600878020

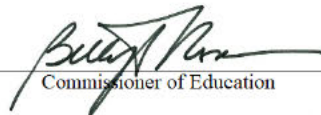
**DISTRICT:**

YOUNG WOMEN'S COLLEGE PREP CS  
IDONIA OWENS  
133 HOOVER DR  
ROCHESTER, NEW YORK 14615

**Issuance Date:** July 07, 2022

**Effective Date:** June 01, 2022

**Expiration Date:** June 01, 2023

  
Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED