

Application: Young Women's College Prep Charter School

Barbara Hasler - bhasler@youngwomenscollegeprep.org
2022-2023 Annual Report

Summary

ID: 0000000126

Last submitted: Oct 30 2023 04:20 PM (EDT)

Entry 1 School Info and Cover Page

Completed - Jul 31 2023

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 the [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 2022-2023 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, 2023)** 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, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

GREECE CSD

e. Date of Approved Initial Charter

Sep 13 2011

f. Date School First Opened for Instruction

Aug 21 2012

g. Approved School Mission and Key Design Elements

(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 the strong voices they will need to be leaders.

Key Design Element #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.

Key Design Element #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:

- 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 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.

Key Design Element #3:

Small School Engaged in Leadership Development

YWCP has placed a strong emphasis on educating the whole girl and ensuring college readiness. The YWCP Advisory program is designed to support well rounded, conscientious, driven individuals by emphasizing the development of social and life skills.

YWCP is committed to knowing every student personally, intellectually, and emotionally. Students learn how to lead and work collaboratively with others. They engage in projects that build their leadership skills, improve their ability to work as part of a team, and increase their ability to positively impact their community.

Key Design Element #4

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.

Key Design Element #5:

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.

Key Design Element #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.

h. School Website Address

youngwomenscollegeprep.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

410

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

350

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

7

8

9

10

11

12

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	No, just one site.
--	--------------------

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 previous year (K-5, 6-9, etc.)	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, New York 14615	585-254-0320	Greece	7-12	7-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Sheri Webber	Principal	585-254-0320	585-710-2098	
Operational Leader	Roberta McInnis	Director of Operations	585-254-0320	585-880-2995	
Compliance Contact	Sheri Webber	Principal	585-254-0320	585-710-2098	
Complaint Contact	Roberta McInnis	Director of Operations	585-254-0320	585-880-2995	
DASA Coordinator	Karla Hatley	Wellness Coordinator	585-254-0320	585-615-1775	
Phone Contact for After Hours Emergencies	Sheri Webber	Principal	585-254-0320	585-710-2098	

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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- 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, 2023.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy.pdf](#)

Filename: Certificate of Occupancy.pdf **Size:** 151.3 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Fire Inspection Report May 2023.pdf](#)

Filename: Fire Inspection Report May 2023.pdf **Size:** 675.4 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

None

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

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	Barbara Hasler
Position	HR & Data Coordinator
Phone/Extension	585-254-0320-2190
Email	bhasler@youngwomenscollegeprep.org

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

As outlined in ENTRY 10:

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.

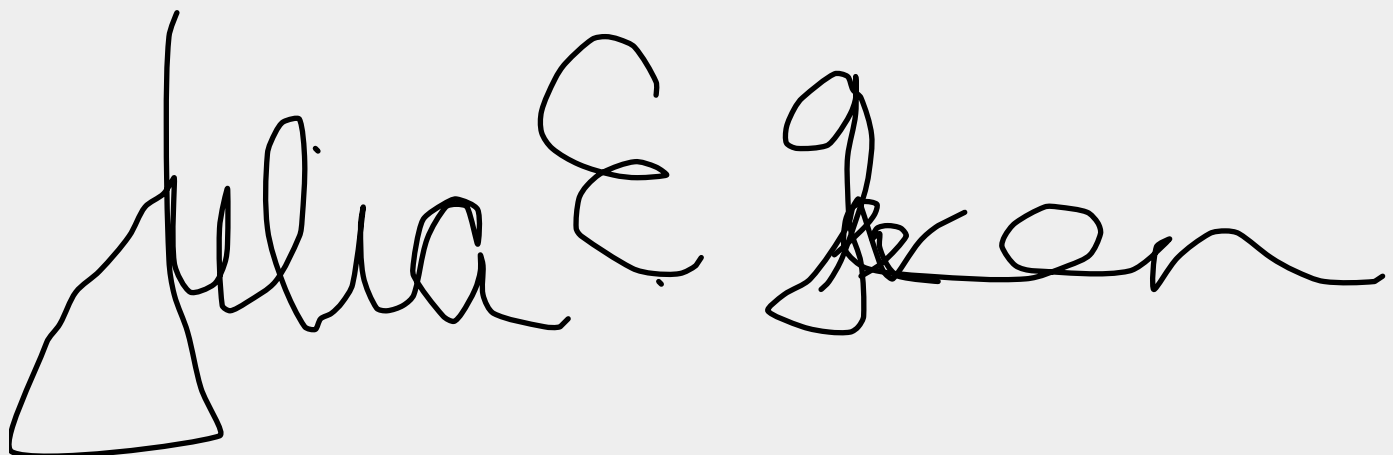
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large, sharp peak followed by several smaller peaks and a long, horizontal tail.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is written in a cursive style, with the first part being a large, stylized 'J' or 'L' shape, followed by the name 'Julia E. Green'.

Date

Jul 11 2023

Thank you.



Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

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 2 Links to Critical Documents on School Website

School Name: Young Women's College Prep Charter School

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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://youngwomenscollegeprep.org/wp-content/uploads/2023/07/young-womens-prep-ar2122.pdf
2. Board meeting notices, agendas and documents	https://youngwomenscollegeprep.org/about-us/board-of-trustees/
3. New York State School Report Card	https://data.nysed.gov/profile.php?
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://youngwomenscollegeprep.org/wp-content/uploads/2021/07/FINALDignityForAllStudentsct
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://youngwomenscollegeprep.org/wp-content/uploads/2022/08/21-22-Emergency-Response-Plan.pdf
6. Authorizer-approved FOIL Policy	https://youngwomenscollegeprep.org/wp-content/uploads/2019/04/YWCP-PolicyManual.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://youngwomenscollegeprep.org/wp-content/uploads/2020/10/Subject-Matter-List.pdf

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 24 2023

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, 2023**.

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 1, 2023.

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, 2023**.

2022-2023 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	We will utilize the NWEA Map assessments, IXL, and locally developed common formative assessments to evaluate progress towards this goal. 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. Informal and formal data will be analyzed and will inform instructional decisions and further support needed.	Met	
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 spiraled 7th-12th grade curriculum into	Met	

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 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	
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 2022-2023 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”.

2022-2023 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	
Org Goal 2	Develop and implement a differentiated or tiered supervision and evaluation process, which includes instructional coaching.	Progress will be measured based upon the completion of the process. Artifacts from the entire teacher evaluation process will be stored in eDoctrina. At the end of the Supervision and Evaluation cycle, teachers will reflect on the process and their goals. A short survey regarding the instructional coach model will be administered to	Met	

		collect data and inform practices for the upcoming school year.		
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

2022-2023 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 FY23 budget	Change in net assets consistent with board-approved FY23 budget.	Met	
Financial Goal 3	No material weaknesses identified in the annual audit.	Clean audit report for FY23 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 - Oct 30 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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, 2023**. 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[Young Women's College Prep Charter School of Rochester 2023 Financial Statements](#)

Filename: Young_Womens_College_Prep_Charter__LvldjZ.pdf Size: 521.3 kB

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

Completed - Oct 30 2023

[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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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 2023-2024](#)

Filename: Young_Womens_College_Prep_Audited_uY7VlIY.xlsx Size: 459.3 kB

Entry 4c – Additional Financial Documents

Completed - Oct 30 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. 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. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] 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.

[Young Women's College Prep Charter School of Rochester 2023 Financial Statements](#)

Filename: Young_Womens_College_Prep_Charter__iVIMMbs.pdf Size: 521.3 kB

[Young Women's College Prep Escrow Account Statement Sept](#)

Filename: Young_Womens_College_Prep_Escrow_A_vYL3H9g.pdf Size: 12.2 kB

Entry 4d - Financial Contact Information

Completed - Oct 30 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial 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	rmcinnis@youngwomenscollegeprep.org	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
	Karen Lynch	klynch@bonadio.com	585-249-2746	11

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 2023-2024 Budget

Completed - Oct 30 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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 Charter School Final Budget 2023-2024](#)

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

Final Disclosure Forms

Filename: Final_Disclosure_Forms.pdf Size: 3.4 MB

Entry 7 BOT Membership Table

Completed - Jul 31 2023

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

1. 2022-2023 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 Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Jennifer Allen	jnadineallen@gmail.com	Chair	Executive, Audit, Performance Evaluation	Yes	2	12/31/2019	6/30/2023	12
2	Charles Falcon	Charles.Falcon@xerox.com	Treasurer	Finance, Audit, Executive	Yes	1	9/1/2021	8/31/2024	12
3	Jennifer Aronson-Jovceviski	jjovceviski@boylabndcode.com	Secretary	Executive	Yes	1	11/01/2019	6/30/2023	9
4	Julia Green	jegreen@hselaw.com	Trustee/Member	Executive, Governance, Performance Evaluation	Yes	1	9/1/2021	8/31/2024	8
5	Erin Duffy-Kruss	erinduffy.kruss@marksiewiec.com	Trustee/Member	Scholarship	Yes	1	9/1/2021	8/31/2024	7
6	LaQuanna Sparkman	quannagourmet@yahoo.com	Trustee/Member	Education, Culture, Climate, Engagement	Yes	1	12/31/2021	8/15/2022	5 or less

7	Belimar Velazquez	belimarvk@gmail.com	Trustee/Member	Recruitment, Engagement and Retention	Yes	1	4/1/2022	3/31/2025	12
8	Jennifer Weinstein	jenniferweinstein@me.com	Trustee/Member	Development, YWCP Foundation	Yes	2	1/1/2020	1/31/2023	5 or less
9	Melissa Geska	melissa@usceiling.com	Trustee/Member	Governance	Yes	1	11/1/2020	8/15/2022	5 or less

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 2022- 2023
10	Maria Cruz	mdalmar1@gmail.com	Trustee/Member	None selected yet	Yes	1	5/1/2023	4/30/2026	5 or less
11	Sarah Tufano	stufano@nixonpeabody.com	Trustee/Member	None selected yet	Yes	1	5/1/2023	4/30/2026	5 or less
12									
13									
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, 2023	8
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

8

Total number of Voting Members added during the 2022-2023 school year:

2

Total number of Voting Members who departed during the 2022-2023 school year:

3

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

11

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

7

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

Board Minutes 22-23

Filename: Board_Minutes_22-23.pdf Size: 4.2 MB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	YWCP has continued to adapt our recruitment processes to meet the needs of our community. We have increased our presence in the community, going to them and not simply waiting for them to come to us. Access to events was increased by allowing virtual and in person options to families. YWCP continues to highlight all the positive things happening here each day.	An aggressive approach to recruitment began in the summer of 2023 with radio advertisements, attendance at the Rochester Public Market and increased presence in the neighborhoods. As a school we will continue to increase our presence by creating partnerships with local business and attending more local festivals. As a school we will hold an open house recruitment food truck rodeo in early September and again in the Spring. We will increase our presence on social media platforms and revamp our school website to highlight all the great things happening at YWCP.
English Language Learners	YWCP has continued to adapt our recruitment processes to meet the needs of our community. We have increased our presence in the community, going to them and not simply waiting for them to come to us. Access to events was increased by allowing virtual and in person options to families. YWCP continues to highlight all the positive things happening here each day.	We will target specific communities and organizations that cater to refugee resettlement as well as increase the quantity of languages our recruitment material is written in.
Students with Disabilities	YWCP has continued to adapt our recruitment processes to meet the needs of our community. We have increased our presence in the community, going to them and not simply waiting for them to come to us. Access to events was increased by allowing virtual and in person options to families. YWCP continues	We will do targeted recruitment with the support of local agencies that work with families of students with disabilities

to highlight all the positive things happening here each day.	
--	--

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	As a school YWCP focuses on individualized attention to students. BASE (behavior, academic, social and emotional) data teams were reinstituted to help track student progress and create interventions for student success. YWCP worked daily to support the whole student giving access to field trips, counseling, athletics, and college planning.	A school wide focus on professional development for teachers around engagement strategies and creating a welcoming environment will lead directly to high achieving students with a sense of belonging. All faculty will be training in mental health first aid in order to build their capacity to support students needs. A math interventionist and literacy specialist were positions added to help bridge academic gaps that our students are still experiencing. As a school, regular data meetings will be held to review individual students to ensure adequate progress is being made. Students will have access to "scholar hour" and newly formed clubs each week to find a new level of success and sense of belonging.
English Language Learners	As a school YWCP focuses on individualized attention to students. BASE (behavior, academic, social and emotional) data teams were reinstituted to help track student progress and create interventions for student success. YWCP worked daily to support the whole student giving access to field trips, counseling, athletics, and college planning. Access to an ESL teacher has allowed students to have an increased level of support.	A school wide focus on professional development for teachers around engagement strategies and creating a welcoming environment will lead directly to high achieving students with a sense of belonging. All faculty will be training in mental health first aid in order to build their capacity to support students needs. A math interventionist and literacy specialist were positions added to help bridge academic gaps that our students are still experiencing. As a school, regular data meetings will be held to review individual students to ensure adequate progress is being made. Students will have access to "scholar hour" and newly formed

		clubs each week to find a new level of success and sense of belonging.
Students with Disabilities	As a school YWCP focuses on individualized attention to students. BASE (behavior, academic, social and emotional) data teams were reinstituted to help track student progress and create interventions for student success. YWCP worked daily to support the whole student giving access to field trips, counseling, athletics, and college planning. Access to a Sped teacher has allowed students to have an increased level of support.	A school wide focus on professional development for teachers around engagement strategies and creating a welcoming environment will lead directly to high achieving students with a sense of belonging. All faculty will be training in mental health first aid in order to build their capacity to support students needs. A math interventionist and literacy specialist were positions added to help bridge academic gaps that our students are still experiencing. As a school, regular data meetings will be held to review individual students to ensure adequate progress is being made. Students will have access to "scholar hour" and newly formed clubs each week to find a new level of success and sense of belonging.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 31 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] 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.

1. 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](#).

^[1] 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/employeeefingerprintoct19.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.

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](#).

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 - Jul 31 2023

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 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.

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, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	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	1
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	1.0

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, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	3
Total Category C: not to exceed 5	3.0

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	7

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	3

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	18

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	28

Thank you.



Entry 12 Organization Chart

Completed - Jul 31 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[YWCP Organizational Chart 22-23](#)

Filename: YWCP_Organizational_Chart_22-23.pdf Size: 166.3 kB

Entry 13 School Calendar

Completed - Jul 31 2023

[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, 2023 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, 2023**.

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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format 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 2023-2024 Official](#)

Filename: Academic_Calendar_2023-2024_Official.pdf Size: 477.2 kB

Entry 14 Staff Roster

Completed - Jul 31 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[Faculty and Staff Roster 22-23](#)

Filename: Faculty_and_Staff_Roster_22-23.xlsx **Size:** 22.2 kB

Optional Additional Documents to Upload (BOR)

Incomplete

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

**Financial Statements as of
June 30, 2023
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**

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INDEPENDENT AUDITOR'S REPORT

October 26, 2023

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, 2023, 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, 2023, 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.

Change in Accounting Principle

As described in Note 2 to the financial statements, the School adopted Accounting Standards Codification 842, *Leases*, as of July 1, 2022. Our opinion is not modified with respect to this matter.

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.

(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 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 18, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, 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 26, 2023 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, 2023

(With Summarized Comparative Totals for 2022)

	<u>2023</u>	<u>2022</u>
ASSETS		
CURRENT ASSETS:		
Cash	\$ 1,445,337	\$ 678,223
Accounts receivable	118,664	66,017
Grants receivable	488,606	998,881
Prepaid expenses and other assets	<u>144,569</u>	<u>138,012</u>
Total current assets	2,197,176	1,881,133
INVESTMENTS	483,152	475,119
DESIGNATED CASH	100,000	100,000
PROPERTY AND EQUIPMENT, net	262,574	390,675
RIGHT OF USE ASSET - FINANCE LEASES	2,264,819	-
RIGHT OF USE ASSET - OPERATING LEASES	<u>2,240</u>	<u>-</u>
	<u>\$ 5,309,961</u>	<u>\$ 2,846,927</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 52,416	\$ 56,083
Due to school districts	12,545	4,302
Accrued expenses	448,134	531,913
Deferred revenue	6,416	5,311
Current portion of operating lease liabilities	555	-
Current portion of finance lease liabilities	<u>530,096</u>	<u>-</u>
Total current liabilities	1,050,162	597,609
OPERATING LEASE LIABILITIES, net of current portion	1,685	-
FINANCE LEASE LIABILITIES, net of current portion	<u>1,800,939</u>	<u>-</u>
Total liabilities	2,852,786	597,609
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>2,457,175</u>	<u>2,249,318</u>
	<u>\$ 5,309,961</u>	<u>\$ 2,846,927</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, 2023

(With Summarized Comparative Totals for 2022)

	<u>2023</u>	<u>2022</u>
REVENUE AND SUPPORT:		
Public school districts	\$ 5,291,755	\$ 5,453,747
Federal and state grants	1,049,154	1,338,168
Other	<u>19,323</u>	<u>7,765</u>
Total revenue and support	<u>6,360,232</u>	<u>6,799,680</u>
EXPENSES:		
Program -		
Regular education	5,535,881	6,055,741
Special education	<u>143,135</u>	<u>276,531</u>
Total program expenses	5,679,016	6,332,272
Management and general	<u>481,392</u>	<u>496,912</u>
Total expenses	<u>6,160,408</u>	<u>6,829,184</u>
CHANGE IN NET ASSETS FROM OPERATIONS	199,824	(29,504)
INVESTMENT INCOME (LOSS), NET	<u>8,033</u>	<u>(34,154)</u>
CHANGE IN NET ASSETS	207,857	(63,658)
NET ASSETS - beginning of year	<u>2,249,318</u>	<u>2,312,976</u>
NET ASSETS - end of year	<u>\$ 2,457,175</u>	<u>\$ 2,249,318</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, 2023 (With Summarized Comparative Totals for 2022)

	Program Services				Supporting Services			Total	
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	2023	2022
Personnel services costs:									
Administrative staff personnel	\$ 640,578	\$ -	\$ -	\$ 640,578	\$ 263,541	\$ -	\$ 263,541	\$ 904,119	\$ 862,897
Instructional personnel	1,772,869	108,497	-	1,881,366	-	-	-	1,881,366	2,420,625
Non-instructional personnel	367,127	-	-	367,127	-	-	-	367,127	329,271
Total personnel services costs	2,780,574	108,497	-	2,889,071	263,541	-	263,541	3,152,612	3,612,793
Fringe benefits and payroll taxes	599,449	23,380	-	622,829	56,819	-	56,819	679,648	808,269
Retirement	231,647	9,759	-	241,406	12,735	-	12,735	254,141	281,775
Accounting/audit services	-	-	-	-	18,820	-	18,820	18,820	12,700
Other purchased/professional/consulting services	344,549	-	-	344,549	20,204	-	20,204	364,753	278,902
Building and land rent/lease	-	-	-	-	-	-	-	-	520,052
Repairs and maintenance	42	-	-	42	-	-	-	42	849
Insurance	37,184	1,499	-	38,683	19,375	-	19,375	58,058	58,338
Utilities	103,219	-	-	103,219	1,920	-	1,920	105,139	123,812
Supplies/materials	51,109	-	-	51,109	-	-	-	51,109	69,827
Equipment/furnishings	3,113	-	-	3,113	-	-	-	3,113	2,011
Staff development	32,485	-	-	32,485	-	-	-	32,485	17,599
Marketing/recruitment	51,740	-	-	51,740	-	-	-	51,740	17,910
Technology	16,653	-	-	16,653	-	-	-	16,653	44,959
Food service	266,640	-	-	266,640	-	-	-	266,640	253,111
Student services	217,999	-	-	217,999	-	-	-	217,999	485,593
Office expense	41,419	-	-	41,419	-	-	-	41,419	68,515
Depreciation and amortization	715,515	-	-	715,515	11,204	-	11,204	726,719	132,213
Other	42,544	-	-	42,544	76,774	-	76,774	119,318	39,956
	<u>\$ 5,535,881</u>	<u>\$ 143,135</u>	<u>\$ -</u>	<u>\$ 5,679,016</u>	<u>\$ 481,392</u>	<u>\$ -</u>	<u>\$ 481,392</u>	<u>\$ 6,160,408</u>	<u>\$ 6,829,184</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, 2023

(With Summarized Comparative Totals for 2022)

	<u>2023</u>	<u>2022</u>
CASH FLOW FROM OPERATING ACTIVITIES:		
Accounts receivable	\$ 5,240,213	\$ 5,441,551
Grant revenue	1,559,429	757,598
Miscellaneous sources	19,323	7,325
Payments to vendors for goods and services rendered	(2,352,485)	(2,987,667)
Payments to charter school personnel for services rendered	<u>(3,166,964)</u>	<u>(3,747,247)</u>
Net cash flow from operating activities	<u>1,299,516</u>	<u>(528,440)</u>
CASH FLOW FROM INVESTING ACTIVITIES:		
Purchases of property and equipment	<u>(38,441)</u>	<u>(328,718)</u>
Net cash flow from investing activities	<u>(38,441)</u>	<u>(328,718)</u>
CASH FLOW FROM FINANCING ACTIVITIES:		
Repayment of finance lease liabilities	<u>(493,961)</u>	<u>-</u>
Net cash flow from financing activities	<u>(493,961)</u>	<u>-</u>
CHANGE IN CASH AND DESIGNATED CASH	767,114	(857,158)
CASH AND DESIGNATED CASH - beginning of year	<u>778,223</u>	<u>1,635,381</u>
CASH AND DESIGNATED CASH - end of year	<u>\$ 1,545,337</u>	<u>\$ 778,223</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:		
Change in net assets	\$ 207,857	\$ (63,658)
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation and amortization	726,719	132,213
Loss (gain) on investments, net	(8,033)	34,154
Changes in:		
Accounts receivable	(52,647)	(11,756)
Due to school districts	8,243	(15,529)
Grants receivable	510,275	(581,010)
Prepaid expenses and other assets	(6,557)	5,771
Accounts payable	(3,667)	31,939
Accrued expenses	(83,779)	(60,124)
Deferred revenue	<u>1,105</u>	<u>(440)</u>
Net cash flow from operating activities	<u>\$ 1,299,516</u>	<u>\$ (528,440)</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, 2023

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).

Change in Accounting Principles

ASC 842 - Leases

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 842, *Leases*, to increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the balance sheet. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The School adopted the standard effective July 1, 2022 using the modified retrospective approach and comparative financial information has not been restated. Lease disclosures for the year ended June 30, 2022 are made under prior lease guidance in FASB ASC 840.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Change in Accounting Principles (Continued)

ASC 842 - Leases (Continued)

The School elected the available practical expedients to account for the existing capital leases and operating leases as finance leases and operating leases, respectively, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification of capital leases or operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance, the School recognized on July 1, 2022 an operating lease liability and an operating right-of-use asset of \$2,330. The School also recognized on July 1, 2022 a finance lease liability and a finance right-of-use asset of \$2,788,832. The standard did not have an impact on the statements of activities and change in net assets or cash flows.

Financial Reporting

Net assets without donor restrictions are net assets that are not subject to donor-imposed stipulations. At June 30, 2023 and 2022, all of the School's net assets were without donor restrictions.

Cash and Designated Cash

The School's cash and designated cash are 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, 2023 and 2022 to satisfy this requirement.

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 as public school districts revenue, on the statement of activities and change in net assets, 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.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue Recognition (Continued)

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.

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, 2023 and 2022, it was determined that an allowance for uncollectible amounts was not necessary.

Investments

Investments are recorded at fair value, based on quoted market prices. The School invests in various types of investment securities. 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. Interest income is recognized on an accrual basis, dividends are recorded on the ex-dividend date.

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.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Value (Continued)

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. There were no changes in valuation techniques during 2023 or 2022.

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.

Leases

The School determines if an arrangement is a lease at inception. Right-of-use ("ROU") assets represent the School's right to use an underlying asset for the lease term and lease liabilities represent an obligation to make lease payments arising from the lease. Lease ROU assets and liabilities are recognized at lease commencement date based on the present value of lease payments over the lease term. The lease may include renewal and termination options, which are included in the lease term when the School is reasonably certain to exercise these options.

For all underlying classes of assets, the School has elected to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement and do not include an option to purchase the underlying asset that the School is reasonably certain to exercise. The School recognizes fixed short-term lease cost on a straight-line basis over the lease term and variable lease cost in the period in which the obligation is incurred.

In evaluating contracts to determine if they qualify as a lease, the School considers factors such as if the School obtained substantially all of the rights to the underlying asset through exclusivity, if it can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

The School elected for all classes of underlying assets to not separate the lease and non-lease components of a contract and to account for as a single lease component.

The School elected for all classes of underlying assets to use the risk-free rate as the discount rate if the implicit rate in the lease contract is not readily determinable.

Variable lease costs paid to or on behalf of the lessor, consisting primarily of utilities, custodial services, and property maintenance are excluded from the measurement of the ROU asset and lease liability and are expensed in the period incurred.

Program Services

Regular education expenses include costs incurred in connection with the educational activities of the School. Special education expenses represent the cost of educating students with individualized education programs or those receiving special education services in the classroom.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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, 2022, 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>2023</u>	<u>2022</u>
Cash	\$ 1,445,337	\$ 678,223
Designated cash	<u>100,000</u>	<u>100,000</u>
	<u>\$ 1,545,337</u>	<u>\$ 778,223</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>2023</u>	<u>2022</u>
Cash	\$ 1,445,337	\$ 678,223
Accounts receivable	118,664	66,017
Grants receivable	488,606	998,881
Investments	<u>483,152</u>	<u>475,119</u>
	<u>\$ 2,535,759</u>	<u>\$ 2,218,240</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.

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 83% and 80% of the School's total revenue and support during the years ended June 30, 2023 and 2022, respectively.

6. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2023</u>	<u>2022</u>
Equipment	\$ 792,746	\$ 763,120
Property and leasehold improvements	<u>289,554</u>	<u>280,739</u>
	1,082,300	1,043,859
Less: Accumulated depreciation	<u>(819,726)</u>	<u>(653,184)</u>
	<u>\$ 262,574</u>	<u>\$ 390,675</u>

Depreciation expense was \$166,542 and \$132,213 for the years ended June 30, 2023 and 2022, respectively.

7. LEASES

The School leases the School building and a copier under the terms of finance lease agreements, which expire at various dates through 2028. The School building agreement contains three options to exercise additional five-year extensions that coincide with the School's charter terms approved by the New York State Board of Regents. These extension options are not recognized as part of the ROU asset and lease liability. The School also leases a postage meter under the terms of an operating lease agreement which expires in 2027.

The components of total lease cost for the year ended June 30, 2023 are as follows:

Finance lease cost:	
Amortization of right-of-use assets	\$ 560,177
Interest on lease liabilities	72,930
Operating lease cost	104
Variable lease cost	<u>95,384</u>
	<u>\$ 728,595</u>

Supplemental cash flow information related to leases for the year ended June 30, 2023 are as follows:

Cash paid for amounts included in the measurement of lease liabilities:

Operating cash flows from finance leases	<u>\$ 67,430</u>
Financing cash flows from finance leases	<u>\$ 499,461</u>
Operating cash flows from operating leases	<u>\$ 52</u>

Right-of-use assets obtained in exchange for lease obligations:

Finance leases	<u>\$ 2,824,996</u>
Operating leases	<u>\$ 2,330</u>

Other information related to leases as of June 30, 2023 is as follows:

Weighted-average remaining lease term:

Finance leases	4.01 years
Operating leases	3.83 years

Weighted-average discount rate:

Finance leases	2.89%
Operating leases	3.56%

7. LEASES (Continued)

The School's maturities of lease liabilities are as follows for the years ending June 30:

	Finance <u>Leases</u>	Operating <u>Leases</u>
2025	\$ 589,093	\$ 624
2026	606,528	624
2027	624,487	624
2028	642,983	520
2029	<u>5,275</u>	<u>-</u>
	2,468,366	2,392
Less: Present value discount	<u>(137,331)</u>	<u>(152)</u>
Total present value of lease liabilities	2,331,035	2,240
Less: current portion	<u>(530,096)</u>	<u>(555)</u>
	<u>\$ 1,800,939</u>	<u>\$ 1,685</u>

Rental expense was approximately \$520,000 for the year ended June 30, 2022.

Future minimum lease payments disclosed in the notes to the 2022 financial statements under prior lease guidance for the years succeeding 2022, were reported as follows on June 30:

2023	\$ 564,253
2024	586,823
2025	610,296
2026	634,708
2027	<u>660,096</u>
	<u>\$ 3,056,176</u>

8. INVESTMENTS

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

	<u>2023</u>	<u>2022</u>
Cash and equivalents	\$ 11,169	\$ 11,865
Mutual funds	256,216	230,353
Exchange traded funds	<u>215,767</u>	<u>232,901</u>
	<u>\$ 483,152</u>	<u>\$ 475,119</u>

Cash and equivalents, mutual funds, and exchanged traded funds are reported at fair value based on quoted market prices.

9. COVID-19

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, 2023 and 2022, the School received ESSER funds totaling approximately \$444,516 and \$883,872, respectively, which has been recorded as a component of federal and state grants on the 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, 2023 and 2022.

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.

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, 2023 and 2022, respectively, was 10.29% and 9.80% of the annual covered payroll. The School's required contribution was \$254,141 and \$281,775 for the years ended June 30, 2023 and 2022, respectively.

11. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 26, 2023, 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 26, 2023

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, 2023, 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 26, 2023.

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 26, 2023

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, 2023. 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, 2023.

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.

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.

**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 (Continued)

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, 2023

<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>255,983</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	5891-21-4910	25,183
COVID-19 - Elementary and Secondary School Emergency Relief (ARP ESSER) Fund	84.425U	5880-21-4910	<u>419,333</u>
Total Education Stabilization Fund			444,516
Expanding Opportunity Through Quality Charter School Programs (CSP)	84.282	T014424	49,950
Title I Grants to Local Education Agencies (LEA)	84.010A	0021-22-4910	248,207
Supporting Effective Instruction State Grant Title II	84.367A	0147-22-4910	28,868
Student Support and Academic Enrichment Grant Title IV	84.424A	0204-22-4910	16,317
Special Education - Grants to States (IDEA Funding)	84.027	N/A	<u>66,527</u>
Total U.S. Department of Education			<u>854,385</u>
			<u>\$ 1,110,368</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, 2023

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, 2023. 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, 2023

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.

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

**Financial Statements as of
June 30, 2023
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**

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INDEPENDENT AUDITOR'S REPORT

October 26, 2023

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, 2023, 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, 2023, 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.

Change in Accounting Principle

As described in Note 2 to the financial statements, the School adopted Accounting Standards Codification 842, *Leases*, as of July 1, 2022. Our opinion is not modified with respect to this matter.

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.

(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 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 18, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, 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 26, 2023 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, 2023

(With Summarized Comparative Totals for 2022)

	<u>2023</u>	<u>2022</u>
ASSETS		
CURRENT ASSETS:		
Cash	\$ 1,445,337	\$ 678,223
Accounts receivable	118,664	66,017
Grants receivable	488,606	998,881
Prepaid expenses and other assets	<u>144,569</u>	<u>138,012</u>
Total current assets	2,197,176	1,881,133
INVESTMENTS	483,152	475,119
DESIGNATED CASH	100,000	100,000
PROPERTY AND EQUIPMENT, net	262,574	390,675
RIGHT OF USE ASSET - FINANCE LEASES	2,264,819	-
RIGHT OF USE ASSET - OPERATING LEASES	<u>2,240</u>	<u>-</u>
	<u>\$ 5,309,961</u>	<u>\$ 2,846,927</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	\$ 52,416	\$ 56,083
Due to school districts	12,545	4,302
Accrued expenses	448,134	531,913
Deferred revenue	6,416	5,311
Current portion of operating lease liabilities	555	-
Current portion of finance lease liabilities	<u>530,096</u>	<u>-</u>
Total current liabilities	1,050,162	597,609
OPERATING LEASE LIABILITIES, net of current portion	1,685	-
FINANCE LEASE LIABILITIES, net of current portion	<u>1,800,939</u>	<u>-</u>
Total liabilities	2,852,786	597,609
NET ASSETS WITHOUT DONOR RESTRICTIONS	<u>2,457,175</u>	<u>2,249,318</u>
	<u>\$ 5,309,961</u>	<u>\$ 2,846,927</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, 2023

(With Summarized Comparative Totals for 2022)

	<u>2023</u>	<u>2022</u>
REVENUE AND SUPPORT:		
Public school districts	\$ 5,291,755	\$ 5,453,747
Federal and state grants	1,049,154	1,338,168
Other	<u>19,323</u>	<u>7,765</u>
Total revenue and support	<u>6,360,232</u>	<u>6,799,680</u>
EXPENSES:		
Program -		
Regular education	5,535,881	6,055,741
Special education	<u>143,135</u>	<u>276,531</u>
Total program expenses	5,679,016	6,332,272
Management and general	<u>481,392</u>	<u>496,912</u>
Total expenses	<u>6,160,408</u>	<u>6,829,184</u>
CHANGE IN NET ASSETS FROM OPERATIONS	199,824	(29,504)
INVESTMENT INCOME (LOSS), NET	<u>8,033</u>	<u>(34,154)</u>
CHANGE IN NET ASSETS	207,857	(63,658)
NET ASSETS - beginning of year	<u>2,249,318</u>	<u>2,312,976</u>
NET ASSETS - end of year	<u>\$ 2,457,175</u>	<u>\$ 2,249,318</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, 2023 (With Summarized Comparative Totals for 2022)

	Program Services				Supporting Services			Total	
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	2023	2022
Personnel services costs:									
Administrative staff personnel	\$ 640,578	\$ -	\$ -	\$ 640,578	\$ 263,541	\$ -	\$ 263,541	\$ 904,119	\$ 862,897
Instructional personnel	1,772,869	108,497	-	1,881,366	-	-	-	1,881,366	2,420,625
Non-instructional personnel	367,127	-	-	367,127	-	-	-	367,127	329,271
Total personnel services costs	2,780,574	108,497	-	2,889,071	263,541	-	263,541	3,152,612	3,612,793
Fringe benefits and payroll taxes	599,449	23,380	-	622,829	56,819	-	56,819	679,648	808,269
Retirement	231,647	9,759	-	241,406	12,735	-	12,735	254,141	281,775
Accounting/audit services	-	-	-	-	18,820	-	18,820	18,820	12,700
Other purchased/professional/consulting services	344,549	-	-	344,549	20,204	-	20,204	364,753	278,902
Building and land rent/lease	-	-	-	-	-	-	-	-	520,052
Repairs and maintenance	42	-	-	42	-	-	-	42	849
Insurance	37,184	1,499	-	38,683	19,375	-	19,375	58,058	58,338
Utilities	103,219	-	-	103,219	1,920	-	1,920	105,139	123,812
Supplies/materials	51,109	-	-	51,109	-	-	-	51,109	69,827
Equipment/furnishings	3,113	-	-	3,113	-	-	-	3,113	2,011
Staff development	32,485	-	-	32,485	-	-	-	32,485	17,599
Marketing/recruitment	51,740	-	-	51,740	-	-	-	51,740	17,910
Technology	16,653	-	-	16,653	-	-	-	16,653	44,959
Food service	266,640	-	-	266,640	-	-	-	266,640	253,111
Student services	217,999	-	-	217,999	-	-	-	217,999	485,593
Office expense	41,419	-	-	41,419	-	-	-	41,419	68,515
Depreciation and amortization	715,515	-	-	715,515	11,204	-	11,204	726,719	132,213
Other	42,544	-	-	42,544	76,774	-	76,774	119,318	39,956
	<u>\$ 5,535,881</u>	<u>\$ 143,135</u>	<u>\$ -</u>	<u>\$ 5,679,016</u>	<u>\$ 481,392</u>	<u>\$ -</u>	<u>\$ 481,392</u>	<u>\$ 6,160,408</u>	<u>\$ 6,829,184</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, 2023

(With Summarized Comparative Totals for 2022)

	<u>2023</u>	<u>2022</u>
CASH FLOW FROM OPERATING ACTIVITIES:		
Accounts receivable	\$ 5,240,213	\$ 5,441,551
Grant revenue	1,559,429	757,598
Miscellaneous sources	19,323	7,325
Payments to vendors for goods and services rendered	(2,352,485)	(2,987,667)
Payments to charter school personnel for services rendered	<u>(3,166,964)</u>	<u>(3,747,247)</u>
Net cash flow from operating activities	<u>1,299,516</u>	<u>(528,440)</u>
CASH FLOW FROM INVESTING ACTIVITIES:		
Purchases of property and equipment	<u>(38,441)</u>	<u>(328,718)</u>
Net cash flow from investing activities	<u>(38,441)</u>	<u>(328,718)</u>
CASH FLOW FROM FINANCING ACTIVITIES:		
Repayment of finance lease liabilities	<u>(493,961)</u>	<u>-</u>
Net cash flow from financing activities	<u>(493,961)</u>	<u>-</u>
CHANGE IN CASH AND DESIGNATED CASH	767,114	(857,158)
CASH AND DESIGNATED CASH - beginning of year	<u>778,223</u>	<u>1,635,381</u>
CASH AND DESIGNATED CASH - end of year	<u>\$ 1,545,337</u>	<u>\$ 778,223</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:		
Change in net assets	\$ 207,857	\$ (63,658)
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation and amortization	726,719	132,213
Loss (gain) on investments, net	(8,033)	34,154
Changes in:		
Accounts receivable	(52,647)	(11,756)
Due to school districts	8,243	(15,529)
Grants receivable	510,275	(581,010)
Prepaid expenses and other assets	(6,557)	5,771
Accounts payable	(3,667)	31,939
Accrued expenses	(83,779)	(60,124)
Deferred revenue	<u>1,105</u>	<u>(440)</u>
Net cash flow from operating activities	<u>\$ 1,299,516</u>	<u>\$ (528,440)</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, 2023

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).

Change in Accounting Principles

ASC 842 - Leases

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 842, *Leases*, to increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the balance sheet. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The School adopted the standard effective July 1, 2022 using the modified retrospective approach and comparative financial information has not been restated. Lease disclosures for the year ended June 30, 2022 are made under prior lease guidance in FASB ASC 840.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Change in Accounting Principles (Continued)

ASC 842 - Leases (Continued)

The School elected the available practical expedients to account for the existing capital leases and operating leases as finance leases and operating leases, respectively, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification of capital leases or operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance, the School recognized on July 1, 2022 an operating lease liability and an operating right-of-use asset of \$2,330. The School also recognized on July 1, 2022 a finance lease liability and a finance right-of-use asset of \$2,788,832. The standard did not have an impact on the statements of activities and change in net assets or cash flows.

Financial Reporting

Net assets without donor restrictions are net assets that are not subject to donor-imposed stipulations. At June 30, 2023 and 2022, all of the School's net assets were without donor restrictions.

Cash and Designated Cash

The School's cash and designated cash are 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, 2023 and 2022 to satisfy this requirement.

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 as public school districts revenue, on the statement of activities and change in net assets, 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.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue Recognition (Continued)

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.

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, 2023 and 2022, it was determined that an allowance for uncollectible amounts was not necessary.

Investments

Investments are recorded at fair value, based on quoted market prices. The School invests in various types of investment securities. 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. Interest income is recognized on an accrual basis, dividends are recorded on the ex-dividend date.

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.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Value (Continued)

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. There were no changes in valuation techniques during 2023 or 2022.

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.

Leases

The School determines if an arrangement is a lease at inception. Right-of-use ("ROU") assets represent the School's right to use an underlying asset for the lease term and lease liabilities represent an obligation to make lease payments arising from the lease. Lease ROU assets and liabilities are recognized at lease commencement date based on the present value of lease payments over the lease term. The lease may include renewal and termination options, which are included in the lease term when the School is reasonably certain to exercise these options.

For all underlying classes of assets, the School has elected to not recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less at lease commencement and do not include an option to purchase the underlying asset that the School is reasonably certain to exercise. The School recognizes fixed short-term lease cost on a straight-line basis over the lease term and variable lease cost in the period in which the obligation is incurred.

In evaluating contracts to determine if they qualify as a lease, the School considers factors such as if the School obtained substantially all of the rights to the underlying asset through exclusivity, if it can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

The School elected for all classes of underlying assets to not separate the lease and non-lease components of a contract and to account for as a single lease component.

The School elected for all classes of underlying assets to use the risk-free rate as the discount rate if the implicit rate in the lease contract is not readily determinable.

Variable lease costs paid to or on behalf of the lessor, consisting primarily of utilities, custodial services, and property maintenance are excluded from the measurement of the ROU asset and lease liability and are expensed in the period incurred.

Program Services

Regular education expenses include costs incurred in connection with the educational activities of the School. Special education expenses represent the cost of educating students with individualized education programs or those receiving special education services in the classroom.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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, 2022, 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>2023</u>	<u>2022</u>
Cash	\$ 1,445,337	\$ 678,223
Designated cash	<u>100,000</u>	<u>100,000</u>
	<u>\$ 1,545,337</u>	<u>\$ 778,223</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>2023</u>	<u>2022</u>
Cash	\$ 1,445,337	\$ 678,223
Accounts receivable	118,664	66,017
Grants receivable	488,606	998,881
Investments	<u>483,152</u>	<u>475,119</u>
	<u>\$ 2,535,759</u>	<u>\$ 2,218,240</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.

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 83% and 80% of the School's total revenue and support during the years ended June 30, 2023 and 2022, respectively.

6. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	<u>2023</u>	<u>2022</u>
Equipment	\$ 792,746	\$ 763,120
Property and leasehold improvements	<u>289,554</u>	<u>280,739</u>
	1,082,300	1,043,859
Less: Accumulated depreciation	<u>(819,726)</u>	<u>(653,184)</u>
	<u>\$ 262,574</u>	<u>\$ 390,675</u>

Depreciation expense was \$166,542 and \$132,213 for the years ended June 30, 2023 and 2022, respectively.

7. LEASES

The School leases the School building and a copier under the terms of finance lease agreements, which expire at various dates through 2028. The School building agreement contains three options to exercise additional five-year extensions that coincide with the School's charter terms approved by the New York State Board of Regents. These extension options are not recognized as part of the ROU asset and lease liability. The School also leases a postage meter under the terms of an operating lease agreement which expires in 2027.

The components of total lease cost for the year ended June 30, 2023 are as follows:

Finance lease cost:	
Amortization of right-of-use assets	\$ 560,177
Interest on lease liabilities	72,930
Operating lease cost	104
Variable lease cost	<u>95,384</u>
	<u>\$ 728,595</u>

Supplemental cash flow information related to leases for the year ended June 30, 2023 are as follows:

Cash paid for amounts included in the measurement of lease liabilities:

Operating cash flows from finance leases	<u>\$ 67,430</u>
Financing cash flows from finance leases	<u>\$ 499,461</u>
Operating cash flows from operating leases	<u>\$ 52</u>

Right-of-use assets obtained in exchange for lease obligations:

Finance leases	<u>\$ 2,824,996</u>
Operating leases	<u>\$ 2,330</u>

Other information related to leases as of June 30, 2023 is as follows:

Weighted-average remaining lease term:

Finance leases	4.01 years
Operating leases	3.83 years

Weighted-average discount rate:

Finance leases	2.89%
Operating leases	3.56%

7. LEASES (Continued)

The School's maturities of lease liabilities are as follows for the years ending June 30:

	Finance <u>Leases</u>	Operating <u>Leases</u>
2025	\$ 589,093	\$ 624
2026	606,528	624
2027	624,487	624
2028	642,983	520
2029	<u>5,275</u>	<u>-</u>
	2,468,366	2,392
Less: Present value discount	<u>(137,331)</u>	<u>(152)</u>
Total present value of lease liabilities	2,331,035	2,240
Less: current portion	<u>(530,096)</u>	<u>(555)</u>
	<u>\$ 1,800,939</u>	<u>\$ 1,685</u>

Rental expense was approximately \$520,000 for the year ended June 30, 2022.

Future minimum lease payments disclosed in the notes to the 2022 financial statements under prior lease guidance for the years succeeding 2022, were reported as follows on June 30:

2023	\$ 564,253
2024	586,823
2025	610,296
2026	634,708
2027	<u>660,096</u>
	<u>\$ 3,056,176</u>

8. INVESTMENTS

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

	<u>2023</u>	<u>2022</u>
Cash and equivalents	\$ 11,169	\$ 11,865
Mutual funds	256,216	230,353
Exchange traded funds	<u>215,767</u>	<u>232,901</u>
	<u>\$ 483,152</u>	<u>\$ 475,119</u>

Cash and equivalents, mutual funds, and exchanged traded funds are reported at fair value based on quoted market prices.

9. COVID-19

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, 2023 and 2022, the School received ESSER funds totaling approximately \$444,516 and \$883,872, respectively, which has been recorded as a component of federal and state grants on the 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, 2023 and 2022.

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.

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, 2023 and 2022, respectively, was 10.29% and 9.80% of the annual covered payroll. The School's required contribution was \$254,141 and \$281,775 for the years ended June 30, 2023 and 2022, respectively.

11. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 26, 2023, 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 26, 2023

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, 2023, 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 26, 2023.

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 26, 2023

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, 2023. 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, 2023.

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.

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.

**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 (Continued)

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, 2023

<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>255,983</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	5891-21-4910	25,183
COVID-19 - Elementary and Secondary School Emergency Relief (ARP ESSER) Fund	84.425U	5880-21-4910	<u>419,333</u>
Total Education Stabilization Fund			444,516
Expanding Opportunity Through Quality Charter School Programs (CSP)	84.282	T014424	49,950
Title I Grants to Local Education Agencies (LEA)	84.010A	0021-22-4910	248,207
Supporting Effective Instruction State Grant Title II	84.367A	0147-22-4910	28,868
Student Support and Academic Enrichment Grant Title IV	84.424A	0204-22-4910	16,317
Special Education - Grants to States (IDEA Funding)	84.027	N/A	<u>66,527</u>
Total U.S. Department of Education			<u>854,385</u>
			<u>\$ 1,110,368</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, 2023

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, 2023. 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, 2023

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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N

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
9860639443	09/01/23 - 09/30/23
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
09/01/2023	BEGINNING BALANCE			\$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

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

Trustee Name:

JENNIFER ALLEN

Name of Charter School Education Corporation:

YOUNG WOMENS COLLEGE PREP OF ROCHESTER (YWCP)

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

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

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.

Business Telephone:

(585) 200-2037

Business Address:

175 Science Pkwy, Rochester NY 14620

E-mail Address:

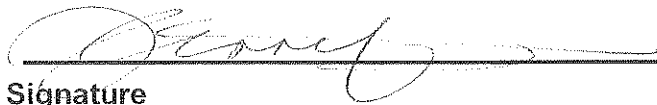
jadineallen@gmail.com

Home Telephone:

(315) 986-7699

Home Address:

601 CROWSNEST LN, MACEDON, NY 14502



Signature

7/5/2023

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:

MARIA S. CRUZ

Name of Charter School Education Corporation:

Young Womens 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.).

PARENT Representative

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.

I am the mother of two students
at YWCP

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.

Business Telephone:

585-317-0020

Business Address:

320 N. Goodman St Rochester NY 14609

E-mail Address:

mlalmaur1@gmail.com

Home Telephone:

585-354-2226

Home Address:

842 Flower City Park Rochester NY 14615

 7/7/2023
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:

Chuck 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.).

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.

Business Telephone:

585-422-3304

Business Address:

800 Phillips Road; Building 205; Office 114N; Webster, NY 14580

E-mail Address:

charles.falcon@xerox.com

Home Telephone:

585-899-9546

Home Address:

73 Armetale Luster



Signature

June 29, 2023

Date

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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:

JULIA E GREEN

Name of Charter School Education Corporation:

YOUNG WOMEN'S COLLEGE PREPARATORY 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.).

Vicechair

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
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.

Business Telephone:

585 275 1550

Business Address:

Wallis Hall 147A, University of Rochester, Rochester
NY

E-mail Address:

juliaegreen@mac.com

Home Telephone:

585 802 5977

Home Address:

97 Dorchester Rd Rochester NY 14610

Signature

Julia E Green

Date

7/7/27

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:

Jennifer Jovcevski

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 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.

Business Telephone:

5852631344

Business Address:

1300 Clinton Sq Rochester NY 14604

E-mail Address:

jjovcevski@nixonpeabody.com

Home Telephone:

5857392632

Home Address:

26 Timber Oak Circle Rochester NY 14626


Signature

01/24/23
Date

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- 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

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

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.

Business Telephone:

585-472-4218

Business Address:

1357 Monroe Ave., Rochester, NY 14618

E-mail Address:

erin.d.kruss@marksawyer.com

Home Telephone:

585-472-4218

Home Address:

333 Shadowbrook Dr., Webster, NY 14580

Signature
Erin D Kruss

05/27/23

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

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 of Education Committee and Parent 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.

Partnership with the Student Leadership Network and College Bound Initiative in New York City at the following address: 322 8th Avenue 4th Floor New York, NY 10001. As the Director of College Counseling, I am responsible for providing college access readiness skills to the school. This includes; college trips, college fairs, college prep activities, alumni support, admission rep visits to schools, financial aid support, parents support, college and career awareness, etc. This position started August 2022 at a salary of \$75,000.00

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.

Business Telephone:

585-254-0320

Business Address:

322 8th Avenue New York, NY 10001

E-mail Address:

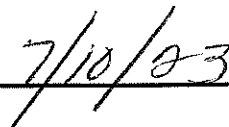
lsparkman@studentleadershipnetwork.org

Home Telephone:

217-979-7963

Home Address:

1726 Jackson Road Penfield NY 14526

 
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:

Sarah Tufano

Name of Charter School Education Corporation:

Young Women's College Prep Charter School of Rochester (YWCP)

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

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.

Business Telephone:

(585) 263-1260

Business Address:

1300 Clinton Sq, Rochester, NY 14604

E-mail Address:

stufano@nixon-peabody.com

Home Telephone:

(302) 584-8515

Home Address:

1 S Clinton Ave, Apt 1802, Rochester, NY 14604

Sarah Tufano

Signature

6/26/23

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:

Belimar Velazquez

Name of Charter School Education Corporation:

YWCP

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

Board 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.

Business Telephone:

Business Address:

E-mail Address:

belimarvk@gmail.com

Home Telephone:

5858990435

Home Address:

1025 Pittsford-Mendon Rd. Pittsford NY 14534

Belimar Velazquez

Digitally signed by Belimar
Velazquez
Date: 2023.07.06 23:53:09 -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:

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.).

n/a

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.

Business Telephone:

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jenniferweinstein@me.com

Home Telephone:

585-419-5335

Home Address:

17 Merryhill Lane / Pittsford, NY 14534

Jennifer Weinstein

Digitally signed by Jennifer Weinstein
DN: cn=Jennifer Weinstein, o=University of Rochester, ou=Center
for Health + Technology,
email=jennifer.weinstein@chtr.rochester.edu, c=US
Date: 2023.07.11 15:32:23 -04'00'

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 8, 2022

Time: 8:00 AM

Location: Zoom



MINUTES

I. Call to Order: *Jennifer Allen, Chair*

II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		8-Jul
First Name	Last Name	
Jennifer	Allen	x
Jennifer	Aronson-Joyceviski	Excused
Erin	Duffy-Kruss	Excused
Charles (Chuck)	Falcon	x
Melissa	Geska	Excused
Julia	Green	x
LaQuanna	Sparkman	x
Belimar	Velazquez	x
Jennifer	Weinstein	Excused

Guests		
Roberta	McGinnis	x
Lauri	Bonnell	x
Nicole	Sinclair	x
Idonia	Owens	x
Nichollette	Klingensmith	x

III. Communications to the Board: *2 communications to be discussed in Exec Session*

IV. Public speakers: None

V. Approval of the Jun 3, 2022, June 10, 2022 Minutes: *Jennifer Allen*

- Motion: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

VI. Executive Report: *Jennifer Allen*

- Retreat will be 8 AM to 12 PM on June 23, 2022. The primary topic is professional development with featured speaker Ana Hall, CEO of NE Charters. Foundation board members are invited. We will also have some discussion about the 10th year celebration which will be coordinated with the school.

- August 1st is the deadline for the annual report. Need the financial disclosure from BoT members as soon as possible. Report requires minutes from the past year, board member rosters, and committee members.
- Two folders in the share drive will be consolidated.

VII. Principal's Report: *Idonia Owens, Interim Principal*

- Nicole Sinclair and Nicholette Klingensmith shared a Summer school program. Teachers recommended students that may not be meeting standards. Program was designed to be hands-on. Students struggle with transfer of information between content areas. The program includes Math, Science, and ELA curriculum that includes an interdisciplinary program. The goal is for students to be more engaged and for teachers to continue practicing teaching skills. This is rooted in Inquiry based learning.
- Math standards are shifting. The content is not shifting but requires discourse and problem solving.
- Science is experiencing a complete overhaul. The standards are rooted in performance expectations.
- ELA standards are based in a spiral that builds on previous year knowledge.
- Working with seniors to gain credits. If they gain skills, then move on to the next summer program.
- Invite Spanish teachers for enrichment days to immerse into culture. Also, invite community leaders to share their experiences.
- Busing is available as well as breakfast and lunch.
- Middle school will be working on a rocket launch.
- High school students will be doing a roller coaster simulation.
- Teachers from different content areas were put together in a pod. The teachers selected are teacher leaders and they are able to take risks during the summer, something that perhaps they wouldn't do during the school year.
- Each day will start with a morning meeting to instill community.
- July 28 – board invited to rocket launch and roller coaster simulation.
- Board support in professional development and, if anyone is available between 11:15 and 12:15 AM to share specific content, professional experience, etc.

VIII. School Operations: *Roberta McInnis, Director of Operations*

- State audit is coming to a conclusion. Findings meeting (mostly in writing) will be held/received by July 12 with Roberta, Mike and Idonia. In a few months, the findings will be discussed with the Chair. At that point, discussion will include mitigation procedures and answers to their questions.
- A single audit for finances will take place in the Fall since the budget exceeds \$700K from federal funding. In June, receivables for grants will be allocated and recorded.
- Working on FS25 & FS10F will be completed for all of the grants. Summer school program goes against grant expenses.
- Employee handbook will be finalized in August with legal counsel help.

IX. Finance Committee: *Chuck Falcon*

- Investment policy will be discussed next month.
- Target September meeting for policy changes approval for submission to NYSED.

X. Enrollment, Recruitment, Retention: Belimar Velazquez

Total Applications	115
Total Waitlisted	0
Total Declines/Rescind	30
Total Offered (waiting)	18
Total Accepted	20
Total Part. Registered	28
Total Complete Registered	19
Total Students Today	19
Possible Total Students	85

- Jess is creating lawn signs and flyers to be distributed around the city. There is a second push for more radio and social media ads.
- Board can help change the narrative and talk about what is positive about the school.
- Weekly updates on registration.
- The space needs to accommodate the number of students being recruited. Addressing the facilities issues such as bathrooms will be required. Other measures may involve reducing the number of Seniors in the building through internships. An Ad-Hoc committee (subset of finance committee) will be created to evaluate space. No board members responded to the invitation to join the committee. Recommendation is to do individual outreach to members such as Melissa Geska.
- Belimar Velazquez is looking for someone to lead the RER committee.
- Roberta McInnis will coordinate with Jess Lindsay to understand barriers and come up with potential solutions to improve the process.

XI. Old Business: None

XII. New Business: Executive Session

- Motion to move to executive session: Jennifer Allen
- Second: LaQuanna Sparkman
- All in favor

XIII. Adjourn Executive Session:

- Motion to adjourn executive session: Jennifer Allen
- Second: Chuck Falcon
- All in favor

XIV. Adjournment

- Motion: Jennifer Allen
- Second: LaQuanna Sparkman
- All in favor

XV. Next Meeting: August 5, 2022 Friday, 8:00 – 9:30 AM **IN PERSON**

YWCP Board of Trustees Meeting

Date: Friday, Aug 5, 2022
Time: 8:00 AM
Location: IN PERSON /ZOOM by Exception



MINUTES

I. Call to Order: *Jennifer Allen, Chair*

II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		August 5 2022
First Name	Last Name	
Jennifer	Allen	x
Jennifer	Anderson	
Jennifer	Jovcevska	
Erin	Duffy-Krass	
Charles (Chuck)	Falcon	x
Melissa	Geska	Excused
Julia	Green	x
LaQuanna	Sporkman	x
Belimar	Velazquez	x
Jennifer	Weinstein	Excused

Guests

Lauri	Donnell	x
Idonia	Cowers	x
Jill	Jordan	x

III. Communications to the Board: *None*

IV. Public speakers: *No speakers*

V. Approval of the Jul 8, 2022 Minutes

- Motion: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

VI. Executive Report: *Jennifer Allen*

- Report in the Google Drive
- Key deliverables: Idonia, Barb H. and Roberta submitted reports on time.
- Audit will take place with Bonadio later in the month.
- State audit is wrapping up.
- Thank you for participation in the retreat. Some actions are required especially around the 10-year anniversary. Please review minutes on the drive.
- Strategic planning kick-off will take place in September.

- LaQuanna took action to engage with the event planner because of lack of bandwidth from board members. LaQuanna has engaged with ROC Events (fee in the range of \$1,500 - \$2,000). Meeting will take place August 11. Also contacted Paulee Design, Agathi and Company, personal friends. Chuck Falcon is checking with Roberta McGinnis to investigate if there are any planners on NYS pre-approved vendors list.
- Key question is how to start the school year with or without an event planner to include the 10-year celebration. Jennifer will work with the Interim Principal to coordinate.

VII. Governance Committee: *Julia Green*

- Waiting on information from Deb Hammer to deploy surveys. Jennifer checked with her and she is almost ready.
- Board should review upcoming information on potential candidates.

VIII. Principal's Report: *Idonia Owens, Interim*

- Graduation: 96-98%
- Ceremony: roses and medallion for graduates. Surprise cake given to young women of distinction.
- Summer school: students participated in interdisciplinary studies. They launched rockets and built roller coasters. Students also recovered credits needed for graduation.
- Regents prep classes coming up – many students have demonstrated interest.
- For the school year many electives are being offered including a dual credit course with MCC.
- Internships being investigated for seniors that have enough credits to graduate as an additional activity.
- Hired ELA, social studies teacher. Strong candidate for Assistant Principal identified.
- Need math and athletic director (administrative certification desired) teachers.
- Working on organizing a leadership team including coaches, wellness team who will be monitoring attendance.
- Orientation for 7th, 8th, 9th, 10th graders. Family picnic with food truck and games planned for earlier in the school year.
- Transitioning to in-person family meetings. First one will be in September.

IX. School Operations: *Roberta McInnis, Director of Operations*

- Ms. Jill Jardas in attendance. 2022-2023 handbook shared with BoT. Design is being refined.
- 2021-22 code of conduct has been edited to go from 19 pages to 50 pages to adjust to the current culture of the community and the school. Greece, RCSD and Syracuse used as references. The new code of conduct brings the school back to a restorative foundation. Different tiers of intervention start in the classroom. Changes needed to be documented in paper. The document was created by a group of teachers. Additional items to be included in the code of conduct such as dress code that accommodates students' needs.
- Board's attention should be focused on page 21 – behavioral interventions.
- Goal: Have the document reviewed (comments/questions) by August 19 prior to staff reporting and school year start. Jennifer will use Google forms to collect feedback. Ms. Jardas and teachers available to meet in person if necessary.

X. Finance Committee: *Chuck Falcon*

- Reports are on the Google drive. End-of-year reports are subject to audit and will be finalized after the audit takes place.
- There are additional amounts that need to be included for next year's budget (e.g. event planner and Deb Hamer's consult). Last grant will cover community engagement activities – that includes the event planner. Other items will require Treasurer approval. The Treasurer, at his discretion, can seek out Board approval as well.

XI. Enrollment, Recruitment, Retention: *Belimar*

- Idonia reported that 45 students have been recruited for 7th grade.

XII. Scholarship Committee: *Erin Duffy Kruss*

- Two applicants for student scholarships that have tuition gaps. The Sands Foundation will make a decision on August 5.
- Students receiving scholarships have maintained a 3.7 GPA minimum.
- One of the first scholarship recipients, Jazmin, has graduated!

XIII. Development, Lauri Bonnell

- Gala planning is on the way. Please communicate 'save the date' for friends/families/company. Tables of 8 available.
- Alumni ticket price for class of 2018 being considered. Board could sponsor
- Laurie will share sponsorship forms with the board for distribution.

XIV. Old Business: none

XV. New Business: Executive Session

XVI. Adjourn to Executive Session:

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor

XVII. Adjourn from Executive Session:

- Motion: Jennifer Allen
- Second: LaQuanna Sparkman
- All in favor

XVIII. Adjournment

- Motion: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

XIX. Next Meeting: September 2, 2022 Friday, 8:00 – 9:30 AM **IN PERSON**

YWCP Board of Trustees Meeting

Date: Friday, September 5, 2022
Time: 8:00 AM
Location: Zoom & In Person



MINUTES

- I. Call to Order: *Jennifer Allen, Chair*
II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance		Sep 2 2022
First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcewski	X
Erin	Duffy-Kruss	X
Charles (Chuck)	Falcon	X
Julia	Green	excused
Belimar	Velazquez	X
Jennifer	Wainstein	excused

Guests

Lauri	Bonnell	X
Nicole	Sinclair	X
Kevin	Quinn	X
Idonia	Owens	X
Nicholette	Klingensmith	X

III. Development Committee: *Lauri Bonnell*

- Gala planning is going well. Many people responding including students and sponsors. Please share the information and recruit people to sponsor tables or ads. This is our biggest fundraising event.
- Board members please sponsor table

IV. Communications to the Board: *3 communications*

- Two resignations: Melissa Geska, LaQuanna Sparkman
- Additional communication to be discussed in executive session

V. Approval of the July 8, 2022 Minutes: *Jennifer Allen*

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor

VI. Governance Committee: *Jennifer Aronson-Jovcewski*

- Four candidates were put forth to proceed with the application process. The BoT voted to move all candidates to the next step in the application process.

i. Candidate: Ms. Maria Cruz

1. Motion: Jennifer Allen
2. Second: Belimar Velazquez
3. All in favor

ii. Candidate: Dr. Ghislaine Radegonde-Eison

1. Motion: Jennifer Allen
2. Second: Chuck Falcon
3. All in favor

iii. Candidate: Rosa Luciano

1. Motion: Jennifer Allen
2. Second: Belimar Velazquez
3. All in favor

iv. Candidate: Sarah Laine Tufano

1. Motion: Belimar Velazquez
2. Second: Jennifer Allen
3. All in favor

VII. Adjourn to Executive Session

- Motion: Jennifer Allen
- Second: Chuck Falcon

VIII. Adjourn to General Session

- Motion: Jennifer Allen
- Second: Belimar Velazquez

IX. Public speakers: *None*

X. President's Report: *Jennifer Allen*

- Refer to report on the share drive

XI. Principal's Report: *Nicole Sinclair, Nicholete Klingensmith, Idonia Owens*

- Special appeals process: State sent memo indicating that students could appeal if they receive a score of 50-64 in their Regent's exam and have passed the class. It will be offered in January, June, and August.
- Several students across multiple subjects (Geometry, Global, Algebra 1, Algebra 2) received the appeal.
- To mitigate appeals, science courses were re-sequenced to follow the student's developmental path and also align with the state. Targeted courses have been implemented to bridge gaps. For example, extended Algebra 1 is now offered for 8th graders to cover two years. ELA lab for 7th graders will be offered every day by the most skilled teachers – this also entails small group learning. The school is

bringing back DEAR (Drop Everything And Read) to encourage reading by students and for teachers to read to students.

- New staff hired: ELA (two teachers), instructional Coach, Math, PE athletic director
- Graduation stats: 68 students started in the cohort. 57 graduated, two still enrolled.
 - i. Graduation rate cited: it is different between state and school numbers.
 - 1. State uses the % of students that graduated based on the starting number as freshman. This takes into account retention and gives the school an incentive to work on retention.
 - 2. Action: Decide which rate will be used to ensure consistency.
 - ii. 44% earned Advanced Regent's Diploma (25 students)
 - iii. 53% earned Regent's Diploma (20 students)
 - iv. Two students earned a Local Diploma
 - v. YWCP outperforms NYS (80%) and RCSD (76%) based on 2021 data.
 - vi. Parent orientation held for all grade levels. 150 parents and students participated for the 7th and 8th classes. 30 people participated for the Junior and Senior orientation night – LaQuanna Sparkman gave presentation on the College Application process.
 - vii. August PD included presentations from Pathways to Peace (community status), Pathstone, Lung Association (vaping). A lot of attention paid to building a restorative culture and how to structure an advisory to establish consistency across the school.
 - viii. On Wednesday, school will start with morning meeting, balloon arches, photo booth to celebrate 10th year anniversary.

XII. Adjournment

- Motion: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

XIII. Next Meeting: October 6, 2022 Friday, 6:30 – 8:00 PM IN PERSON



MINUTES

- I. **Call to Order:** *Jennifer Allen, Chair*
- II. **Roll Call:** *Belimar Velazquez, Secretary*

BoT Attendance Oct 6 2022

First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcefski	X
Erin	Duffy-Kruss	X
Charles (Chuck)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X
Jennifer	Weinstein	excused

Guests

Roberta	McGinnis	X
Lauri	Bonnell	X
Idonia	Owens	X
Ghislaine	Radogondo-Eison	X
Sarah Laine	Tufano	X

- III. **Public speakers**
- IV. **Approval of the September 2022 Minutes:** *Jennifer Allen*
 - *Motion: Jennifer Allen*
 - *Second: Chuck Falcon*
 - *Abstain: Julia Green, Jennifer Aronson-Jovcefski*
 - *All in favor*
- V. **Governance Committee:** *Jennifer Aronson-Jovcefski*
 - Need clarification on the adoption of written resolution in the case that a Trustee needs to attend via video conference. Need to better define the extenuating circumstances.
 - i. Resolutions:
 - ii. *Motion: Jennifer Allen*
 - iii. *Second: Julia Green*

iv. All in favor

- *Proposed changes to the bylaws are forthcoming. Key portion is to remove the statement that limits the board member terms to two terms. Extensions can occur for a limited amount of time. Bylaw changes should be submitted to NYSED for approval. Jennifer Arosan-Jovceviski will send email to counsel to verify process for bylaws changes.*
- *Jennifer Allen requested that the Governance Committee provide a high-level summary of the survey conducted at the school last year.*

VI. Communications to the Board: none

VII. President's Report: Jennifer Allen

- Financial audit is still in process. Closure meeting will take place October 18, 2022. Report needs to be submitted by November 1. Approval by the board is required prior to submission. Voting will take place electronically.
- Principal candidate search: Search committee is being engaged. Search agency cost will be \$25K instead of \$20K as originally approved. Board members are in favor of the additional spend.
- Strategic plan: Peter Carpino will be attending the executive meeting on November 17 to understand roadmap for planning and outlining tasks prior to the new principal joining the school.

VIII. Principal's Report: *Idonia Owens, Interim*

- Four new staff members have been hired. An assistant principal will start soon.
- There are openings for a counselor along with math, ELA and environmental science teachers.
- Issues with social media are being addressed with parents.
- Chuck Falcon requested approval to purchase Yondr phone pouches that are secured throughout the school day and unlocked at the end of the day. Students will transport them back and forth from school. Cost is per pouch as a yearly lease-term. Use procedure will be defined by the school. In case of emergency, there will be at least three magnets around the school to unlock the phone. In addition, regular phones are available for emergency call. If the student forgets the pouch at home, the phone will be collected and kept in the office. Pouches will expedite the entry and exit of students. If the pouch is lost, YWCP will have to cover the cost. Other school districts are also using the pouch process. Expense of \$9K has been approved.
- A student representative to the BoT is forthcoming.
- Next parent meeting will be in November. Idonia Owens will send date to BoT.
- Facility is limiting growth. For example, need gym, library, etc. Bishop Academy may be an option.

IX. School Operations: *Roberta McInnis, Director of Operations*

- Audit: Providing last requested items prior to the report.
- State audit: Concluded in July but report is not available. Draft report will be provided for review of factual accuracy. Feedback is expected within 30 days. BoT needs to respond with corrective actions

within 90 days. Roberta McGinnis will work with IT director to put processes in place addressing any findings.

- Employee handbook is in final review with the attorneys.
- HR roles and responsibilities are under review to assess what will serve the school best. This will be shared with the executive committee so that a decision can be made by end of the year.
- Update on federal funds is on the drive. One of the grants has been spent. 24% of the ARP grant has been spent – we have until 2024 to spend the funds.

X. Finance Committee: *Chuck Falcon*

- Investment strategy policy approval vote has been on-hold since May. Chuck Falcon shared it with the auditors expecting a vote at October 6, 2022 meeting. \$500K cash has been moved to an investment portfolio.
 - i. *Motion: Jennifer Allen*
 - ii. *Second: Julia Green*
 - iii. *All in favor*
- Ten-year celebration costs will be discussed offline. LaQuanna Sparkman will continue to coordinate events and activities in her current role. Jennifer Allen would like to see budget allocation for the activities.

XI. Old Business: *All*

- Lauri Bonnell – Thank you for all your work! She will continue to oversee the gala. The Foundation board will start the process of looking for a replacement.
- Lauri Bonnell shared that table sales are not where we want them to be. Music will be provided by DJ and a band led by new music teacher. It will be a reunion for many people that have been involved with YWCP including current teachers.
- Student Leadership Network has invited three people from Rochester to attend their breakfast in NYC. If anyone wants to attend, please let Jennifer Allen know.
- Resolution related to employee stipend:
 - i. *Motion: Jennifer Allen*
 - ii. *Second: Chuck Falcon*
 - iii. *All in favor*

XII. New Business: *Executive Session*

- Motion to adjourn to Executive Session: Jennifer Allen
- Second: Julia Green
- All in favor

XIII. Adjournment

- Motion: Jennifer Allen
- Second: Jennifer Aronson-Jovcevski

- All in favor

XIV. Next Meeting: [November 4, 2022 Friday, 8:00 – 9:30 AM](#)



Board of Trustees Meeting Date: Nov 4, 2022 Meeting Time: 8:00 a.m. - 9:30 a.m. Location: 133 Hoover Drive

MINUTES

- I. **Call to Order:** *Jennifer Allen, Chair*
- II. **Roll Call:** *Belimar Velazquez, Secretary*

First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcefski	X
Erin	Duffy-Kruse	X
Charles (Chuck)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X
Jennifer	Weinstein	excused

Guests

Roberto	McGinnis	X
Lauri	Bonnall	X
Idonia	Owens	X
Ghiselina	Radegonde-Fison	X

- III. **Public speakers:** None
- IV. **Communications to the Board:** None
- V. **Approval of the October 6, 2022 Minutes:** *Jennifer Allen*

- **Motion:** Jennifer Allen
- **Second:** Julia Green
- **Approval:** All

- VI. **Governance Committee:** *Jennifer Aronson-Jovcefski*

- Approval of changes to the Bylaws: typos, Section 23 – clarifications, BoT can be excused from voting in circumstances such as conflict of interest, Changes to Article 6.
 - i. **Motion:** Julia Green
 - ii. **Second:** Jennifer Allen
 - iii. **Approval:** All
- End of year survey presentation

- i. 15 staff members responded to the survey – 7 of them were teachers. The majority of them had been at the school for less than two years.

ii. Key issues:

1. Student- teacher conflicts exist.
2. Lack of clear messaging from administration through transition.
3. Less than 50% believe that student-student interactions are respectful.
4. Behavior management is not supported by administration with clear messaging and reporting procedures.
5. Teaching & learning – school administration needs to provide more resources.
Resources are not clear.
6. School leader – Difficult through the transition to evaluate performance.
7. Facilities – Significant feedback about the facilities. Students are in a place where restrooms are not up to standards, roof leaks and not enough space. Quotes for this particular topic are much longer; a lot of passion on this topic.
 - a. Jennifer Allen visited UPrep and the building is better – would like to explore. UPrep can house up to 500 students. The environment was very positive with students being respectful. UPrep has two buildings. Jennifer Allen suggested a tour of the facility by the BoT. Part of the logistics would be to explore the impact on the lease if we move earlier than the committed date.
 - b. Jennifer AJ asked Erin DK if a commercial real estate agent could help in looking for a facility. Erin has reached out to an agent that is looking into opportunities – the agent has experience in the charter school space.
 - c. Chuck F is considering what the logistics may be and if RCSD would be willing to offer space.
 - d. Principal reported the following: narrow hallways, no library, gym and field for varsity sports is needed, need a space that is uplifting.
 - e. Some things are not reported to the Operations Director. If there are issues with heating, the landlord is responsible. Communication is an issue – it is worth reinforcing this at a staff meeting and possibly sharing the results from the survey. A midyear survey was recommended.
 - f. Suggestion to do a walk through by administration to understand issues. However, the principal indicated that the bathroom is cleaned regularly.
 - g. Report is in the Google drive.
8. Coaching & support – lack of consistent coaching.
9. Professional development (PD) – need more opportunities for PD on culturally responsive teaching, bias. Teachers have best practices that are not broadly shared. Need targeted PD for staff too.

Instructional leaders are not always effective.

VII. President's Report: *Jennifer Allen*

- Clean audit – thank you Roberta McGinnis!
- Fundraising – 100% of the school board participated. Thank you to Lauri Bonnell!
- NYSED report is in.
- IRS form is due but extension is filed.
- Parent town hall – Temporary date is Monday after Thanksgiving.
- Strategic plan is evolving. Conversation with Peter Carpino indicates that we need the school leader in place. The proposal is to do a governance audit while we wait for the school leader to be in place. Julia G. supported having an external audit to make sure that the board structure is working. A revised SOW will be submitted to cover the audit and the strategic plan. Jennifer Allen asked the board to review within the next two weeks.
- YWCP is hosting the Rochester Charter Board on December 8, 2022. Need to provide refreshments. Principal will need to give a brief statement about the school. Invitees: 22 people. Time is 8:30 – 10:30 AM.
- BoT social gathering will happen in December.
- Employee handbook
 - i. Mission should reflect the one stated in the charter.
 - ii. Holidays – should add Juneteenth and revise October holiday.
 - iii. Sick days – 9 days include sick and personal days. It is not an increase.
 - iv. Fixed typos.
 - v. Add “or delegate” consistently throughout the document
 - vi. Add vaping in the substance abuse section.

VIII. Principal's Report: *Idonia Owens, Interim*

- Office of Curriculum, Instruction, & Assessment
 - i. Staffing: New ELA teacher. New Athletic Director: Charrise Everett. New Assistant Principal: Mia Sinclair (also involved with recruitment). Open positions still in Math, ELA, and Science.
 - ii. Made improvements on NYS ELA 7-8 ELA, NYS Math and 8th grade algebra Regents.
 - iii. Met goal of increasing cohort proficiency level on NYS Regents exam.
 - iv. New Medical Science course was added with various speakers participating.
 - v. New Photography course – students are capturing candid shots around the building.
 - vi. New online elective courses: astronomy, psychology, nursing, marketing, veterinary, entrepreneurship, business management, javascript, law. Each is \$40. Principal will ask the Foundation for funding.
 - vii. School culture – Working on restorative practices. Student misbehavior is being managed.

XIII. Security – Hiring a Security Detail: Principal would like to hire a retired police officer as a security detail.

Principal and Jess Lindsay are monitoring the first floor, Another Assistant Principal is monitoring the 2nd floor.

1. An altercation took place in the cafeteria between two students. The parents were called. Parents were very upset. While one set of parents was asked to leave, they did not fully vacate the premises and retaliated against the other parents. Students livestreamed the event. One student is now in long term suspension. Security guard had to draw his weapon in order to stop a parent from hitting the car of another parent.
 - a. Question: What is the security policy regarding weapons on campus? This is done for outside threats NOT for the student.
 - b. Security is aware of any strangers entering the campus.
2. A wellness center exists for students. For students returning to school after a traumatic event, the restorative circle discusses the issue. A contract is signed. When students are ready, both students have a restorative circle.

ix. Seniors are going to NYC with L. Sparkman.

x. Blazer ceremony: November 10th at 9:45 AM.

xi. How can BoT engage with the students? Doesn't have to be a formal process. There is an open door. Let Idonia Owens when a visit is taking place.

- Grants: Partnering with Mercy. Also working on the teaching pipeline grant.
- Erin Tolfrey is looking to partner with YWCP – part of a large black-owned business.
- The Nazareth President is also looking to engage with YWCP.

IX. School Operations: *Roberta McInnis, Director of Operations*

- Report on Google Drive

X. Finance Committee: *Chuck Falcon*

- Report on Google Drive

XI. Development Committee: *Lauri Bonnell, Jennifer Allen*

- Report on Google Drive
- Interim replacement for Executive Director is being identified.

XII. Adjourn to Executive Session

- Motion: Jennifer Allen
- Second: Jennifer Aronson-Jovceviski
- All in favor

XIII. New Business: Executive Session

XIV. Adjournment

- Motion: Jennifer Allen
- Second: Jennifer Aronson-Jovceviski
- All in favor

XV. Next Meeting: December 2, 2022 Friday, 8:00-9:30 a.m. **IN PERSON**

YWCP Board of Trustees Meeting

Date: Friday, December 2, 2022

Time: 8:00 – 9:30 AM

Location: 133 Hoover Drive



MINUTES

I. Call to Order: *Jennifer Allen, Chair*

II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance

Dec 2 2022

First Name	Last Name	
Jennifer	Allen	X
Jennifer	Arnsen	
Jennifer	Jowcavski	X
Erin	Duffy-Kruss	X
Charles (Chuck)	Falcon	X
Julia	Green	excused
Belimar	Velazquez	X
Jennifer	Weinstein	excused

Guests

Roberto	McGinnis	X
Idonia	Owens	X
Sarah Laine	Tufano	X

III. Communications to the Board: Preliminary NYS Comptroller Audit Report

- Meeting to be held December 5, 2022
- Main concerns around IT and data security. Report will be put in the folder.
- By December 23, YWCP needs to issue a response. Then, in 90 days, issue a CAPA which will have to be approved by the BoT. DOO has been putting plans in place based on findings along the way.

IV. Public speakers - None

V. Approval of the November 2022 Minutes: *Jennifer Allen*

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor

VI. Executive Report: *Jennifer Allen*

- Vote - LaSonia Green Candidate for BoT; Sr. HR Director at L3 Harris. Could bring HR expertise to the board. Participant at YWCP Cool Women, Hot Jobs. Has breadth of experience.

- i. Motion: Jennifer Allen
 - ii. Second: Erin Duffy-Kruss
 - iii. All in favor
- Vote for BoT Term Extension – Jennifer A. term ends in December. The motion is to extend tenure to the end of the current school year as BoT member.
 - i. Motion: Chuck Falcon
 - ii. Second: Erin Duffy-Kruss
 - iii. All in favor
- Vote for BoT Chair Term Extension – Jennifer A. term ends in December. The motion is to extend role as BoT chair to the end of the current school year.
 - i. Motion: Chuck Falcon
 - ii. Second: Erin Duffy-Kruss
 - iii. All in favor
- Principal search: No candidate selected yet but there is a strong candidate. The committee has extended the period to get additional candidates for another three weeks.
- Strategic plan: Plan to suspend current strategic efforts and pivot to bolster BoT governance process. Jennifer Aronson-Jovcevski will partner with Peter Carpino and also extend the opportunity to other members of the governance committee to take on a leadership role. Peter has also asked for bylaws, committee structure, and onboarding materials. Jennifer A. will try to find the recording from an onboarding meeting that took place sometime ago. Peter C. will send an updated SoW.
- Social event: Belimar V. will coordinate.

VII. Governance Committee: *Jennifer Jovcevski*

- Nothing new to report.

VIII. Principal's Report: *Idonia Owens, Interim*

- 80-100 students made the honor roll.
- At-risk students: 140 due to attendance, grade, behavior, or social-emotional needs. 70 students doing OK. Dr. Hatley has put together a social-emotional program with 10 certified counselors that will meet with the students and the families. They have resources to meet in a group setting. A grief support group is also available. Student's addresses have been mapped out to understand exposure to crimes.
- 10 Thanksgiving boxes given to families.
- Supplies for students (hygienic) also available as part of the restorative practices.
- Suspensions in November: 2. Down from 14 in September and October.
- Acknowledged Erin DK for finding additional resources to support the school.

- Attendance committee will be the next big initiative to tackle starting in January which will include home visits.
- Need: books geared towards diverse populations and different languages.

IX. School Operations: *Roberta McInnis, Director of Operations*

- Foundation contact: need support for students who are taking college courses and need to pay a fee. Laurie Bonnell. is in transition on a per diem basis. Jennifer A. and Julia G. can also help with any requests. Peter Carpino. has suggested a candidate to help with the transition.
- Cool Women Hot Jobs (CWHJ) date: Friday, March 10
- Employee handbook changes have been made. Need to close the Policy review and post it on the website. The Policy version may be more recent than what is on the website. Vote for approval will take place in January.
- Form 990 is in the folder. Reviewed by the finance committee. The Form is on extension until April. Vote for approval will take place in January.
- The HR manager position description is in the folder. The position is a joint position between HR and operations due to staff size and school needs. Initially, the initial focus is on getting the HR processes up to date. Will post in January.
- Minimum enrollment: 85% of 410 looked at on a yearly basis. Current enrollment is at 351. The threshold is at 348. The biggest drop was 6 students that returned home to Yemen. Enrollment gets flagged by NYSED. Enrollment at the beginning of the year was at 371.
- Jennifer A. requested a deeper dive on recruitment.

X. Finance Committee: *Chuck Falcon*

- No report.

XI. Scholarship Committee: *Erin Duffy Kruss*

- Getting grades and letters from students at the end of the semester and sending them to Sommers Foundation.
- Charter school space (from a charter school that is vacating the premises) is not available any more. A formal search for a new space will be starting soon. Erin Duffy-Kruss will work with Chuck Falcon to outline a preliminary budget that includes space requirements. Also need to outline if we need to raise funds (e.g. capital campaign). Several scenarios need to be outlined: lease contract, fees for early termination, etc. Foundation could shift focus to a capital campaign if needed. Reservation is enrollment and staff vacancies. Strategic planning will help address all the issues. A minimum step is to get a building with suitable facilities such as restrooms, hallways, and libraries.
- Next step: form a committee to outline a plan. This will be an agenda topic for the next meeting.

XII. Foundation Report: *Laurie Bonnell*

- ROC the day: \$1,200 through the United Way. School will get 92%.
- Aspire program (network): virtual tutoring for college students. The network is running the program through the new grant.
- Amazon Smile: a portion goes to the foundation if people sign up and shop via Amazon.

XIII. Executive Session

- Adjourn to Executive Session Motion: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

XIV. Adjournment

- Adjourn: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

XV. Classroom Visits by BoT

- The BoT members toured the school meeting some teachers and students.

XVI. Next Meeting: Friday, January 6, 2023, 8:00 – 9:30 AM

YWCP Board of Trustees Meeting

Date: Friday, January 6, 2023

Time: 8:00 – 9:30 AM

Location: 133 Hoover Drive



MINUTES

I. Call to Order: *Jennifer Allen, Chair*

II. Roll Call: *Belimar Velazquez, Secretary*

First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcewski	X
Erin	Duffy-Kruss	excused
Charles (Chuck)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X

Participants

Roberto	McGinnis	X
Nicole	Simclair	X
Mike	Pasquarella	X
Abigail	Dennis	X

III. Communications to the Board - None

IV. Public speakers - None

V. Approval of the December 2022 Minutes: *Jennifer Allen*

- Motion: Jennifer Allen
- Second: Jennifer Aronson-Jovcewski
- Abstain: Julia Green
- All in favor

VI. Executive Report: *Jennifer Allen*

- Graduation date is on a Sunday. Please review flyer.
- March 10 – Cool Women, Hot Jobs. Planning a STEM focus for that date. Lauri Bonnell is still helping but need as much help as possible.
- 10-year of celebration. LaQuanna provided a report. Need to determine what will be accepted from the proposal of events.
- Mid-year reflections:
 - OUR WHY: our young ladies are the reason why we are here.

- *BoT roles and responsibilities: Governance, policy development, monitor progress, strategic plan, legal compliance.*
- *Governance responsibilities reviewed.*
- *NYSED report – Yellow means there is opportunity in these areas: student performance, and enrollment, recruitment, and retention.*
- *At the last charter school convening in the Rochester area, dashboards were reviewed. Charter schools are looking to leverage best practices and sharing dashboards. Ms. Idonia Owens has been tasked to look at developing a dashboard with her staff. YWCP shared 3 dashboards that have been used in the past.*
- *Refresh of strategic priorities: focus on the yellow areas on the report card. In addition, need to develop the 3-5 year strategic plan. There are also some long-term goals that need to be addressed such as securing or building a larger facility. Chuck and Erin have been exploring facilities options.*
- *Purchase of 15-passenger van is on hold – this could be a partnership opportunity with other charter schools.*
- *E3 organization could be a great partnership for financial support.*
- *Principal search: two candidates will be onsite on Monday, January 9 doing interviews with stakeholders.*

VII. Governance Committee: Jennifer Jovcevski

- Meeting with Peter Carpino has been rescheduled to address and rebuild governance.
- Peter Carpino will provide a new Statement of Work to reflect the change from the original contract.

VIII. Principal's Report: Idonia Owens, Interim (Ms. Sinclair and Mr. Pasquarella presented on behalf of Ms. Owens)

- Addressing two key areas: student performance and recruitment.
- January regents are coming up. About 30 students will take the regents. Special appeal is still in place. However, some students are retaking it to increase score.
- Open positions: English 3, Math, and Science. Positions are advertised at Nazareth, RIT and St. John Fisher
- We now have a year's worth of data around Regents. An action plan was submitted to the state. The two areas needing attention are: data analysis and academic support. 7th and 8th graders are coming in performing at a Level 1 and 2. ELA and Math lab are now offered to the students that need more intervention. All 7th graders have ELA lab every single day. All 8th graders have ELA lab every other day. Math lab is also offered every other day. Labs are conducted in small groups using iReady to collect the data needed. The data helps to break it down by skill area for each grade. Focus on the students that are at 3rd – 5th grade level. Another area of focus is independent reading. 75% of 8th graders are not proficient.
- Benchmark assessments conducted from January 30 to February 10 are being used to understand baseline. The data will be used to plan Saturday programming.

- Graduation projections: 49 seniors. 24 projected to get Regents diploma. 20 students are projected to get Regents Diploma with Advanced Designation.
- Benchmark 9 – headed by Ms. Mia Sinclair. Recruitment is being addressed by aggressive advertising. Enrollment has gone down from 374 last year to 350 currently. 49 students with IEP in 2022 to 30 in 2023.
- Enrollment factors for decrease: students moved back to home country, are being homeschooled, moved out of state or out of the city into the suburbs.
- 7th grade students: 63 enrolled; 8th grade: 65 enrolled; 9th grade: 54 enrolled; 10th grade: 63 enrolled; 11th grade: 54 enrolled; 12th grade: 51 enrolled
- Jennifer A. requested a monthly update of enrollment.
- Panorama SW shows attendance and student data.
- Franklin shooting: wellness team mobilized before students who were on the bus and witnessed the shooting arrived at school. Wellness team met with students.
- Good representation by students and Dr. Hatley at the radio show with Evan Dawson.
- Dr. Hatley is bringing great connections such as a partnership with University Women.
- Students are receiving great offers including full scholarships.

IX. School Operations: *Roberta McInnis, Director of Operations*

- Response to state audit has been submitted.
- Once we receive the final report, we have 90 days to resolve issues.
- Next month: update to grants. For some grants, we have until September 2024.
- HR job – description has been posted in the shared folder. Also, job will be posted externally this month.
- Form 990 – needs to be approved.
 - i. Motion: Julia Green
 - ii. Second: Jennifer Aronson-Jovcewski
 - iii. All in favor

X. Finance Committee: *Chuck Falcon*

- *Financial report: enrollment as of end of November was 348 which is the cutoff – this is an ongoing concern.*
- *Finance committee meeting later this month. Forecast will be shared. Also, will review lease contract to understand termination provisions. Chuck will invite Erin to the meeting.*

XI. Student Representative: *Abigail Dennis*

- Joined the meeting a little late.
- Interested in technology, also likes reading and gaming.
- Full scholarship and \$60k to RIT – will be attending for game design and development.
- Need more computer exposure in the school.

XII. Old Business: *All*

XIII. Adjournment to Executive Session

- Motion: Jennifer Allen
- Second: Jennifer Aronson-Jovceviski
- All in favor

XIV. Meeting Adjournment

- Motion: Jennifer Allen
- Second: Chuck Falcon
- All in favor

XV. Next Meeting: [Friday, February 3, 2023, 8:00 – 9:30 AM](#)

YWCP Board of Trustees Meeting

Date: Friday, February 3, 2023

Time: 8:00 – 9:30 AM

Location: 133 Hoover Drive

**MINUTES**

- I. Call to Order: *Jennifer Allen, Chair*
- II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance Feb 3 2023

First Name	Last Name	
Jennifer	Allen	X
Jennifer	Anonson-Jowcewski	X
Erin	Duffy-Kruss	X
Charles (Chudd)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X

Participants

Lauri	Bonnell	X
Marta	Cruz	X
Isenia	Owens	X
Ghiselaine	Redegonda-Eison	X
Sarah Laine	Tufano	X
LaSonia	Treen	X
LaQuanne	Sparkman	X

- III. Communications to the Board - None
- IV. Public Speakers - None
- V. Approval of the January 2023 Minutes: *Jennifer Allen*

- Motion: Julia Green
- Second: Jennifer Allen
- All in favor

- VI. Executive Report: *Jennifer Allen*

- We had two candidates for YWCP principal but neither candidate was accepted as final. Therefore, the search has been restarted. The existing cross-functional team will continue with the addition of teachers and possibly students. The team is refining the requirements for the next round. The agency is leading the search and posting the position through online assets. The agency will screen first and bring forth

the candidates. The candidates will then be interviewed. The interviews will be recorded. The final interviews happen on campus in order to have an immersive experience.

- Candidates were not accepted because of cultural fit or lack of experience in areas such as instructional coaching. Looking for a dynamic, inspiring leader that can be transformational and visionary, and establish relationships with all the stakeholders. Experience working with charters and being culturally responsive is desired. Gislaine RE offered to post the job on the University of Rochester's School of Education job board.
- Extension with the search agency is needed. Jennifer put forth a proposal to approve the additional expense of \$20K.
 - i. **Motion - Approval of \$20K additional expense with Consult DMC search agency:** Jennifer Allen
 - ii. **Second:** Jennifer Aronson-Jovcevski
 - iii. **All in favor**

VII. Governance Committee: *Jennifer Aronson-Jovcevski*

- Peter Carpino, consultant helping with strategic plan and governance audit, has provided an example of a governance audit. Once all areas are reviewed, he will provide recommendations to the board to run more efficiently. This review will take about 3 months. He will then meet with the Governance Committee. The committee will then bring final recommendations to the board. Board needs to approve updated SoW.
 - i. **Motion - approval of updated Carpino Group SoW:** Jennifer Aronson-Jovcevski
 - ii. **Second:** Jennifer Allen
 - iii. **All in favor**

VIII. Principal's Report: *Idonia Owens, Interim*

- Had two college visits for seniors: St. John Fisher and SUNY Brockport. Wrapping up senior applications – six students have scholarships to St. John Fisher.
- Pep rally is coming up with flag football
- Two staff members are now trained in Therapeutic Crisis Intervention.
- 38% students passed Regents for ELA.
- 67% passed Algebra 1
- 100% passed Algebra II
- Still have open staff positions
- Enrollment: 7th – 66, 8th – 66, 9th – 54, 10th – 63, 11 – 56, Current enrollment: 356 + 3 students joining next week.
- Graduation projection: 88% projected to graduate, 49 seniors with 24 Regents diploma. Other students are receiving additional support including tutors and after school programs.
- Suspensions YTD is 149 vs. 482 in 2021-2022. Reasons are fights – school is bringing Pathways to Peace to mediate between students and parents and to conduct assemblies for different grade levels. Social

media is playing a key aspect – creating different pages that are conducive to fights in school. It is difficult to monitor all the sites because chats are being created in all of them. Parents are shocked with social media behavior. Behavior issues are being experienced at other schools locally and in other cities/states. Idonia Owens is reaching out to the Leadership Network and other resources to help and benchmark solutions. One suggestion was the use of a social media peer mediation program/curriculum <http://www.peermediators.org/>.

- Town hall meeting will be planned virtually because it is difficult for parents to get to school in person. Behavior will be addressed. Partnership with parents is key.
- 10-year anniversary sweatshirts are \$25 – email Amanda Eagan if interested. Foundation will supply sweatshirts to the students for free.

IX. School Operations: *Roberta McInnis, Director of Operations*

- Receive final report from state audit. We have 90 days to respond. Preliminary response will be reviewed at the next meeting prior to April deadline.
- 990 form has been submitted.

X. Finance Committee: *Chuck Falcon*

- Forecast:
 - i. Revenue amount is lower by \$250K primarily due to lower enrollment (14 fewer students). There is a push to bring more students.
 - ii. Title grants are in line for budgeted amount. ARP grant is a multi-year grant – for this year, the spend will be around \$400k which is reimbursed. The \$100k difference between the actual spend vs. the budgeted amount (\$500K) is due to lower spend during the Summer program. However, amount can be reallocated to other programs such as the after-school and Saturday program which will start in March. A third of the \$1.5M ARP grant has been spent.
 - iii. Personnel expenses are lower because of 3 vacancies - substitutes expense is higher to overcome gap. This also impacts medical and school taxes.
 - iv. Projection is to finish school year with a surplus.
 - v. 109 students have applied through the Good Schools Roc lottery system.
 - vi. Maria Cruz is working with Dr. Lee to make information available through the RCSD school finder and will share what parents are looking for.

XI. Development Committee: *Lauri Bonnell*

- Student focus programs coming up: Splash (February break) and She is the First (March 24) day at the University of Rochester; RIT College Accounting program; Cool Woman, Hot Jobs (March)

XII. Scholarship Committee: *Erin Duffy-Kruss*

- Sent invoice to Sommers foundation. Students have 3.5 and 3.8 GPA – doing well.

XIII. Old Business: *All*

- Lease agreement review by Chuck: we will owe the full amount of the lease unless there is another tenant that could use the space.
- Jennifer AJ – nominated for the young professional Athena award. Students were asked to write a prompt. A quote was used from one of the students.
- LaQuanna and Lauri – working on a college work day helping students sort through their college decision.

XIV. Adjournment

- **Motion:** Belimar Velazquez
- **Second:** Chuck Falcon
- **All in favor**

XV. Next Meeting: Thursday, March 2, 2023, 6:30 – 8:00 PM

YWCP Board of Trustees Meeting

Date: Thursday, March 2, 2023
Time: 6:30 – 8:00 PM
Location: 133 Hoover Drive



MINUTES

I. Call to Order: *Jennifer Allen, Chair*

II. Roll Call: *Belimar Velazquez, Secretary*

First Name	Last Name	
Jennifer	Allen	X
	Aranson-Jovcevska	
Jennifer	I	X
Erin	Duffy-Kruss	Not present
Charles (Chuck)	Falcon	X
Julia	Green	Not present
Belimar	Velazquez	X

Participants

Lauri	Donnell	X
Maria	Cruz	X
Idonia	Owens	X
Ghislaine	Redegonde-Eison	X
Sarah Leine	Tufano	X
Robertia	McCinnis	X

III. Communications to the Board: none

IV. Public speakers: none

V. Approval of the February 2023 Minutes: *Jennifer Allen*

- **Motion:** *Jennifer Allen*
- **Second:** *Jenifer Jovcevska*
- **All in favor**

VI. Executive Report: *Jennifer Allen*

- Still in the process of searching for a principal. Consultant leading the process.
- 10th anniversary celebration – led by LaQuanna Sparkman.
- Charter schools met with the Rochester Mayor led by e3 Rochester. Mayor agreed to post all charter schools on the website. The main topic of discussion was 'how to better build bridges between charter schools and the RCSD.'
- March 9 – Convening of charter schools at the Strathallan Hotel, Rochester, 8:30 – 10:30 AM. Belimar V. planning to attend at this point.

VII. Governance Committee: *Jennifer Jovcevski*

- Peter Carpino is shifting recommendations to the board including updates to the bylaws. Main concern is that board is at critical mass. Therefore, need to allocate resources efficiently.
- Board members maximum: 20.
- Board members minimum: 7
- Board candidate members – several in process
- Jennifer Allen has had conversation with member candidates to lead committees. For example, RER committee may be led by Ghislaine RE. Jennifer Allen recommended that Maria Cruz leads the parent engagement committee. Other charter schools have strong parent engagement and could be a model for YWCP.
- Jennifer Allen will have a conversation with Vicki regarding Board members.
- Jennifer Allen and Jennifer Jovcevski will talk with Peter Carpino regarding Foundation Board structure.
- BoT Members - Term Extension.
 - i. Need to review the data to understand term limits.
 - ii. **ACTION:** Roberta McGinnis will forward what was submitted regarding board terms.
- Three board members will be stepping down at the end of the school year: Jennifer Allen, Jennifer Aronson-Jovcevski, Belimar Velazquez. Replacements are needed for Board Chair, Governance Committee Chair, and Secretary. If anyone is interested in any of these positions, please contact any board members.
- Succession planning was impacted by multiple issues including family commitments, health issues, work changes.
- Foundation Board Members could also be invited to the YWCP BoT.

VIII. Principal's Report: *Idonia Owens, Interim*

- Collaboration with court system for Black History Month. Art exhibit by YWCP students is on display at the Court House. Students participated in mock trial and were encouraged to explore different jobs in the court system to bring about a more equitable system.
- At the meeting with the Rochester Mayor, Malik Evans, a program, Just Law was mentioned as another opportunity for students
- Think Court is another program that helps students understand the function of a juror.
- Upward Bound Program- in partnership with RIT. 30 slots available for 9-11 grade students
- YWCP basketball team made it to Section 5 finals. History!
- College Accounting and Youth – 3 sessions in partnership with RIT.
- 7th and 8th graders visited the Department of Public Health.
- Open positions: English III, Counselor, Math, Science.
- Enrollment updates: 359 (4 being enrolled next week) to get to 363 total.

- After school program starting March 13. Goal is to help students across content areas. Transportation is covered through a grant. Students will sign up for clubs and/or the school will sign them up.
- Summer program is in initial planning stages. Program will probably focus on humanities and STEM. One suggestion was to do a college immersion program for rising 9th graders.
- Suspension update: School is grounded in a “restorative culture” rather than punishment. Last year’s incidences were 410. Current incidences are at 86. The new approach is lowering the number of repeat offenders.
- Graduation update: 49 seniors with an 88% graduation rate projected. Most issues are related to attendance. School is doing everything possible to motivate students to come to school. The schedule has been rearranged for some students to attend classes from noon – 4 PM and then attend tutoring from 4-6PM
- Former Mayor Lovely Warren shared her story with 9-12 graders. Students learned about news vs. true story.
- Students learned about how the principles of Kwanzaa can be applied to everyday life. They also learned about Henrietta Lacks and her contributions to medicine.
- March 24: parent activity planned. Painting planned.

IX. School Operations: *Roberta McInnis, Director of Operations*

- State Audit – Response to audit is due April 6, before next BoT meeting. Roberta M. has drafted a response to the 8 recommendations. Recommendations were posted to the folder.
 - i. ACTION:* Board members should respond with questions, changes, or recommendations by March 24.
- Discovery Charter School may have had similar findings. **ACTION:** Jennifer Allen will try to ask
- Roberta M. posted the HR and business office position. She will be reviewing resumes and expect to start interviewing soon after.

X. Finance Committee: *Chuck Falcon*

- First 10-yr activity celebration may take place in March. Chuck F. will be meeting with LaQuanna S. to finalize plan.
- No concerns regarding financial status.
- Investment for the latest period shows 12% reduction due to market conditions.

XI. Scholarship Committee: *Erin Duffy-Kruss*

- Erin DK not available. Sommers foundation funding will cover two Seniors and one Junior according to Lauri Bonnell. No students were added last year.
- Foundation submitted proposals for scholarships and grants. Still looking for the right partners for additional scholarships.
- Cool Women, Hot Jobs will be March 17 with 20 leaders participating.
- Suggestion was to invite one Alum to become a board member.

XII. Old Business:

- Review LaQuanna S. 10 yr. celebration in the January folder.
- Jennifer Allen asked the mayor about potential new facilities for charter schools. RCSD has buildings that are empty or soon to be empty but they are very difficult to access. Plans seem to exist for the buildings but it is not clear what are the plans because of leadership changes.

XIII. Adjournment

XIV. Next Meeting: Friday, April 14, 2023, 8:00 – 9:30 AM

YWCP Board of Trustees Meeting

Date: Friday, April 14, 2023
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive



MINUTES

I. Call to Order: Jennifer Allen, Chair

II. Roll Call: Belimar Velazquez, Secretary

April 14
2023

BoT Attendance

First Name	Last Name	
Jennifer	Allen	X
Jennifer	Aronson-Jovcevic	X
Erin	Duffy-Kruss	X
Charles (Chuck)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X

Participants

Lauri	Donnell	X
Idonia	Owens	X
Ghislaino	Kedegunde-Eison	X
Sarah Laine	Tulenz	X
LaSantia	Green	X
Roberta	McGinnis	X
Kevin	Quinn	X
Peter	Carpino	X

III. Communications to the Board - NONE

IV. Public speakers - NONE

V. Governance Committee: Jennifer Jovcevic / Peter Carpino

- Report presented by Peter Carpino
- Review bylaws:
 - i. First item is to add provision for one-year lapse before being eligible to stand for re-election allowing BoT members to return if they want to.
 - ii. Establish term limits for officers.

- iii. Reduce the number of standing committees considering the lower number of BoT members. Essential committees should be: executive, finance, governance. Other committees should be ad hoc.
 - iv. Eliminate development committee. However, the development committee is the Foundation. Moving forward, the agenda will state the Foundation report instead of the Development committee report for clarity. The YWCP Foundation, a 501c3 entity, should be considered an arm of the YWCP BoT. The Foundation is also undergoing an audit that will help clarify governance practices. The Memorandum of Understanding needs to be reviewed to make sure roles are clear.
 - v. Wording in bylaws needs to be consistent
- Board structure
 - i. Double the size of the board to 15 members. Goal is to have all members on board by September 2023.
 - ii. Develop committee charters
 - iii. Restructure board agendas.
- Governance practices
 - i. Enforce term limits for trustees.
 - ii. Develop expectations for service of BoT members: meeting frequency, financial contribution, time commitment.
 - iii. Establish board classes of equal size. Not more than 1/3 of the board should turn over every year. In other words, member terms could be staggered (1, 2, or 3 years) so they don't all end at the same time. A member with a one-year term could be re-elected. Recruitment will be explicit about the strategy regarding rebuilding the board.
 - iv. Create an evergreen list of board prospects. Can be maintained by Governance committees. Some potential sources: ATHENA Award nominees, 40 under 40, United Way's Leadership programs.
 - v. Engage board members that have ended terms.
 - vi. Develop a leadership succession plan.
 - vii. Formalize new member orientation and onboarding process.
 - viii. Rebuilding the board governance structure is critical so establish a great partnership with the new principal.

VI. Principal's Report: *Sherize Everrit, Athletic Director, Principal delegate*

- Spring sports are starting. Flag football is an emerging sport that will be sanctioned next year. Buffalo Bills grant will help get equipment. Fields have been refurbished through United Way's Day of Caring.
- April 13 – Day of Caring. Students are participating in an activity outside of the school.

- Attendance – Weekly phone calls are being made for chronic attendance issues which are increasing, April home visits are taking place to help with this issue.
- Open enrollment is going on now.
- 50 acceptance letters sent to 7th graders.
- 82% projected graduation rate. 9 seniors are in jeopardy of not graduating. Credit recovery programs, for students that have failed a course in previous years, have been put in place including modified schedules for Seniors that need it.
- Jennifer Allen requested that the interim principal provide a weekly update on projected graduation rates.
- Help is being provided, Learner Recovery, for those that have failed courses this year.
- Implemented a continuous monitoring process to track students' progress so that they can get the help needed.
- Special Ed – 30 students are being supported by 2 teachers. Looking to hire new teachers so that a contract through RCSD is not needed.

VII. Other Items

- School year calendar vote will be postponed until May.
- Vote to fund survey proposals will be done electronically.
- Approval of the March 2023 Minutes: Deferred to May meeting.

VIII. Executive Session

- Adjourn to Executive Session: Jennifer Allen

IX. Adjournment

- Motion: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

X. Next Meeting: [Friday, May 5, 2023, 8:00 – 9:30 AM](#)

YWCP Board of Trustees Meeting

Date: Friday, May 5, 2023
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive



MINUTES

- I. Call to Order: *Jennifer Allen, Chair*
- II. Roll Call: *Belimar Velazquez, Secretary*

BoT Attendance May 5 2023

<i>First Name</i>	<i>Last Name</i>	
<i>Jennifer</i>	<i>Allen</i>	<i>x</i>
<i>Jennifer</i>	<i>Aronson-Jovceviski</i>	<i>x</i>
<i>Erin</i>	<i>Duffy-Kruss</i>	<i>Excused</i>
<i>Charles (Chuck)</i>	<i>Falcon</i>	<i>x</i>
<i>Julia</i>	<i>Green</i>	<i>x</i>
<i>Bellmar</i>	<i>Velazquez</i>	<i>x</i>
<i>Maria</i>	<i>Cruz</i>	<i>x</i>
<i>Sarah Lalne</i>	<i>Tufano</i>	<i>x</i>

Participants

<i>Lauri</i>	<i>Bonnell</i>	<i>x</i>
<i>Roberta</i>	<i>McGinnis</i>	<i>x</i>
<i>Nicole</i>	<i>Sinclair</i>	<i>x</i>
<i>Mike</i>	<i>Pasquarella</i>	<i>x</i>

- III. Communications to the Board - None
- IV. Public speakers - None
- V. Approval of the March (April folder) and April 2023 BoT Minutes: *Jennifer Allen*
 - March 2023 Minutes
 - i. Motion for approval: Jennifer Allen

- ii. Second: Jennifer Jovcevski
 - iii. Abstain: Julia Green
- April 2023 Minutes
 - i. Motion: Jennifer Allen
 - ii. Second: Julia Green
 - iii. All in favor for April minutes approval

VI. Executive Report: *Jennifer Allen*

- **Update on principal search:** Debrief will happen May 5 on candidate search.
- Volunteer needed for Charter School convening. The meeting will take place from 8:30 – 10:30 AM on May 11, 2023. Jennifer Allen will be attending. If interested, please reach out to Jennifer Allen.

VII. Governance Committee: *Jennifer Aronson-Jovcevski*

- **The Carpino Group SOW**
 - i. Role of government chair will be largely supporting Peter Carpino in structuring roles and responsibilities for executive committee and committee chair. Peter will serve as lead staff for the governance committee until the end of the year in the restructuring of the board and the bylaws. He provided a list of potential board members for current board members to reach out to the appropriate people based on skills needed. Peter will review the onboarding process and update the necessary documentation. Recommendation is to invite Peter to the board meeting as an advisor. He will also help with communications with the new principal. The total fee for the entire year is \$7,500.
 - ii. Question regarding payment: attendance to board meetings will be included in the fee. Peter Carpino will not participate regularly in Executive Committee meetings unless invited as a special guest.
 - iii. Recommendation is to establish an NDA with Peter Carpino.
 - iv. Fee will have to be included in the budget for 2023-2024 school year.
 - v. Recommendation is to ensure there is a time limit to the governance advisor role.
 - vi. Peter Carpino will be able to advise on strategic plan after the school leader is in place and the governance work is completed. However, budget for the consulting effort for strategic planning will have to be taken into consideration.
 - vii. \$25K is allocated for the total consulting agreement for the upcoming school year. The \$7.5K is part of the \$25K. A conversation with Peter Carpino may help establish priorities. ~~Unbudgeted expenses above \$5K need to be brought back to the board for approval.~~ All purchases over \$10,000 are approved by the Board Treasurer for budgeted items and over \$2,000 for unbudgeted items.
 - viii. Strategic plan is critical given that YWCP is in year 2 of the five-year renewal. An option may be to start the strategic planning earlier if the governance work is completed earlier.

ix. VOTE for approval: The Carpino Group SOW

1. Motion: Jennifer Aronson-Jovcevski
2. Second: Chuck Falcon
3. Approved pending NDA being established

● **VOTE: Final resolution, Maria Cruz – NYSED Approval**

The YWCP Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted Maria Cruz as a final candidate to its Board of Trustees, with a term expiring on May 5, 2026. The resolution approving Maria Cruz is formally adopted.

- i. Motion: Jennifer Aronson-Jovcevski
- ii. Second: Julia Green
- iii. All in favor

● **VOTE: Final resolution, Sarah Tufano – NYSED Approval**

The YWCP Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted Sarah Tufano as a final candidate to its Board of Trustees, with a term expiring on May 5, 2026. The resolution approving Sarah Tufano is formally adopted.

- i. Motion: Jennifer Aronson-Jovcevski
- ii. Second: Julia Green
- iii. All in favor

● **Proposed board slate**

- i. Slate
 1. Chair: Ghislaine Radegonde-Eison
 2. Vice Chair: Julia Green
 3. Treasurer: Charles Falcon
 4. Secretary: Sarah Tufano
- ii. Given that Ghislaine R-E is not NYSED approved, proposed next steps is to delay the vote until the June meeting.
- iii. It is critical that we have quorum at the June 2023 meeting for the vote to take place.

VIII. Principal report: Nicole Sinclair, Mike Pasquarella

- Monday, May 1 – Superintendent Day with presentation about Trauma Informed Practices and discussion about Cultural Responsive Teaching. Teachers participating in a painting activity.
- Wellness Update – Three cohorts are in place for this year. 20 students were referred to free counseling services for up to 6 sessions. Panorama: students complete social/emotional assessment.
- ELA – some students have option to opt-out.
- 37% of students are in critical state in terms of attendance. Several strategies in place to address issues. These students are also being helped academically.
- Enrollment: 36 offers out. 31 accepted. 146 are waitlisted – varies by grade based on cap.
- Graduation: Current number of seniors in jeopardy – 9. 5 out of the 9 are not attending regularly – these students were impacted by COVID in 9th grade. 2 of the 9 will probably make it by the May graduation. The rest may make the August graduation. 2 of the 9 students are EL which may impact the English regents. Learning recovery is being put in place to help these students and all students that need the skills. Credit recovery is also being put in place for seniors that have failed a course – meetings happen twice a week. The goal is to make sure students have the skills to succeed after graduation.
- Honor roll: 114 students being recognized.
- Award ceremony: Friday, May 26 from 9:15 AM – Noon
- Thursday, June 1st: 7th & 8th grade trip while others are taking Regents exams.
- Last day of classes is June 9th.
- Board help:
 - i. Participate in school events
 - ii. Continue to attract best teacher candidates
 - iii. Increase marketing efforts
 - iv.

IX. School Operations: *Roberta McInnis, Director of Operations*

- **VOTE: Academic Calendar (April Folder):** Calendar is fully aligned with RCSD. Extra days that were part of the Academic Calendar in the past to help the students acclimate have been removed. Proposal is to review calendar, transportation costs, food service (and other potential costs), and teachers' contracts to see if more days could be added.
 - i. Vote will be taking place at the June meeting after additional review for the proposed changes.
- School day hours on Fridays may be longer due to transportation constraints which is different than RCSD.
- Making change to the calendar is a heavy lift given that the school will have a new Principal and Assistant Principal and teacher recruiting is a challenge.

X. Finance Committee: *Chuck Falcon*

- Preliminary budget is available – please review. Full and formal approval is needed in June.
- **VOTE:** M&T Financial Product (Money Rate Sweep) – Vote will take place via email.

XI. Foundation, Laurie Bonnell

- Supported College Day by engaging with volunteers.

XII. Old Business: All

XIII. Adjournment

- **Motion to adjourn:** Jennifer Allen
- **Second:** Belimar Velazquez
- All in favor

XIV. Next Meeting:

- May be rescheduled due to potential lack of quorum

YWCP Board of Trustees Meeting

Date: Friday, June 9, 2023
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive



MINUTES

- I. **Call to Order:** *Jennifer Allen, Chair*
- II. **Roll Call:** *Belimar Velazquez, Secretary*

BoT Attendance June 9 2023

First Name	Last Name	
Jennifer	Allen	X
Jennifer	Arntson-Jowcowski	X
Erin	Duffy-Knuss	X
Charles (Chuck)	Falcon	X
Julia	Green	
Belimar	Velazquez	X
Maria	Cruz	X
Sarah Laine	Tufano	X

Participants

Lauri	Donnell	X
Roberta	McGinnis	X
Idonia	Owens	X
Ghislaine	Radeigonde-Eison	X
LaQuanna	Sparkman	X
Ashara	Baker	X

- III. **Communications to the Board:** To be discussed in Executive Session.
- IV. **Public speakers:** Ashara Baker, NYS Director on behalf of Parents Advocacy
 - The group is building programs, events and legislation for parents that need help with interventions such as dyslexia and other learning disabilities. This was one of the first groups creating math legislation with government. Students are part of the process. They are seeking local representation.
 - Bringing back the event Roc Parents United. Workshops will include: understanding special education rights, fatherhood training, reading skills. Materials will be distributed in August.
- V. **Approval of the May 2023 BoT Minutes:** *Jennifer Allen*
 - Motion: Jennifer Allen
 - Second: Chuck Falcon

- All in favor

VI. Executive Report: *Jennifer Allen*

- Executive report in the Google drive
- Incoming principal: Dr. Weber. Great leader that will help the school transition to the next level. She starts on June 20. Thank you to the team that participated in the selection committee. Thank you to Dr. Owens for fulfilling her commitment to the school as Interim Principal.
- Student Leadership Network (SLN) MOU: Provide mentoring and coaching to the new principal in the context of the mission of the school and the network. Proposal from SLN has been received.
 - i. Fee associated with proposal: \$28K in addition to annual network fee
 1. Motion to approve spend: Jennifer Allen
 2. Second: Sarah Tufano
 3. All in favor

VII. Governance Committee: *Jennifer Jovcevski*

VOTE: Proposed Slate: YWCP Board of Trustees 2023-24

- Chair: Julia Green*
- Vice Chair: Julia Green
- Treasurer: Charles Falcon
- Secretary: Sarah Tufano

***Once approved by NYSED, the Board will need to vote for Ghislaine Radegonde-Eison to serve**

- o Motion to approve board slate: Jennifer Jovcevski
 - o Second: Jennifer Allen
 - o All in favor
- Governance committee will take on orientation of the new Executive Committee along with Peter Carpino. New board members are invited to connect with more senior BoT members to learn more about the organization.
- This is Jennifer Jovcevski's last board meeting. Thank you for her contribution to the board and the Governance Committee.

VIII. Principal Update: *Idonia Owens, Interim Principal*

- **Graduation:** 43 out of 49 seniors ready for graduation. The seniors in jeopardy are being helped so they can meet either the June or August graduation. Graduation is June 25 at Nazareth.
- Honor student celebration was recently hosted.
- Middle school students participated in activity at Ontario Beach Park. Other students participated at Darien Lake.
- Registration: 36 offers out. 31 accepted. 13 registrations in process. 2 offers completed. The form is 7-pages long which is a state approved process. Registration table will be hosted at the Public Market. Flyers distributed to churches and community organizations.

- Dr. Owens is thankful for the opportunity. Working with students and teachers will be missed.
- Transition document in the drive – please feel free to contribute to the document.
- Ms. Nicole Sinclair has accepted a Principal position of Northwell High School. Congratulations!
- Dr. Sparkman asked to meet with the new Principal and to share the Director report.

IX. School Operations: *Roberta McInnis, Director of Operations*

- **VOTE: Academic Calendar (April Folder)**

- i. Students used to start earlier in the calendar year. Jennifer Allen asked to reconsider in the future even though the academic calendar remains unchanged.

- 1. Motion to approve Academic Calendar: Jennifer Allen
 - 2. Second: Chuck Falcon
 - 3. All in favor

- **VOTE: Employee Handbook 2023- 24**

- i. Small changes were made for consistency of titles and naming of culturally sensitive holidays.
 - ii. Language to the sexual harassment policy will be made soon.

- 1. Motion to approve the Employee Handbook pending sexual harassment section: Jennifer Allen
 - 2. Second: Chuck Falcon
 - 3. All in favor.

- **VOTE: Prelim Budget**

- i. Need to discuss salaries in Executive Section first
 - ii. \$11K in leasing increased
 - iii. \$28K contractual services increased
 - iv. Increases will result in a \$237K deficit

X. Finance Committee: *Chuck Falcon*

- **VOTE: M&T Financial Product (Money Rate Sweep)**

XI. YWCP Foundation: Executive Director or Delegate

- Still working on transition to a new chair
- October 25: Leadership breakfast

XII. Old Business: *All*

- Ms. Cruz held two meetings with parents that are willing to lead a parent engagement committee. Parents will bring reports to the board. It is important to touch base with Governance Committee to ensure committees are strategically aligned.
- Need to have Audit Committee as per requirement.

XIII. Adjournment

- Motion to adjourn to Executive Session: Jennifer Allen
- Second: Belimar Velazquez

XIV. Executive Session

- Salary Increase:
 - i. Motion to accept salary increases: Jennifer Allen
 - ii. Second: Jennifer Jovcevski
 - iii. All in favor

XV. Budget Approval

- Motion to approve budget: Chuck Falcon
- Second: Jennifer Allen
- All in favor

XVI. Adjournment

- Motion: Jennifer Allen
- Second: Belimar Velazquez
- All in favor

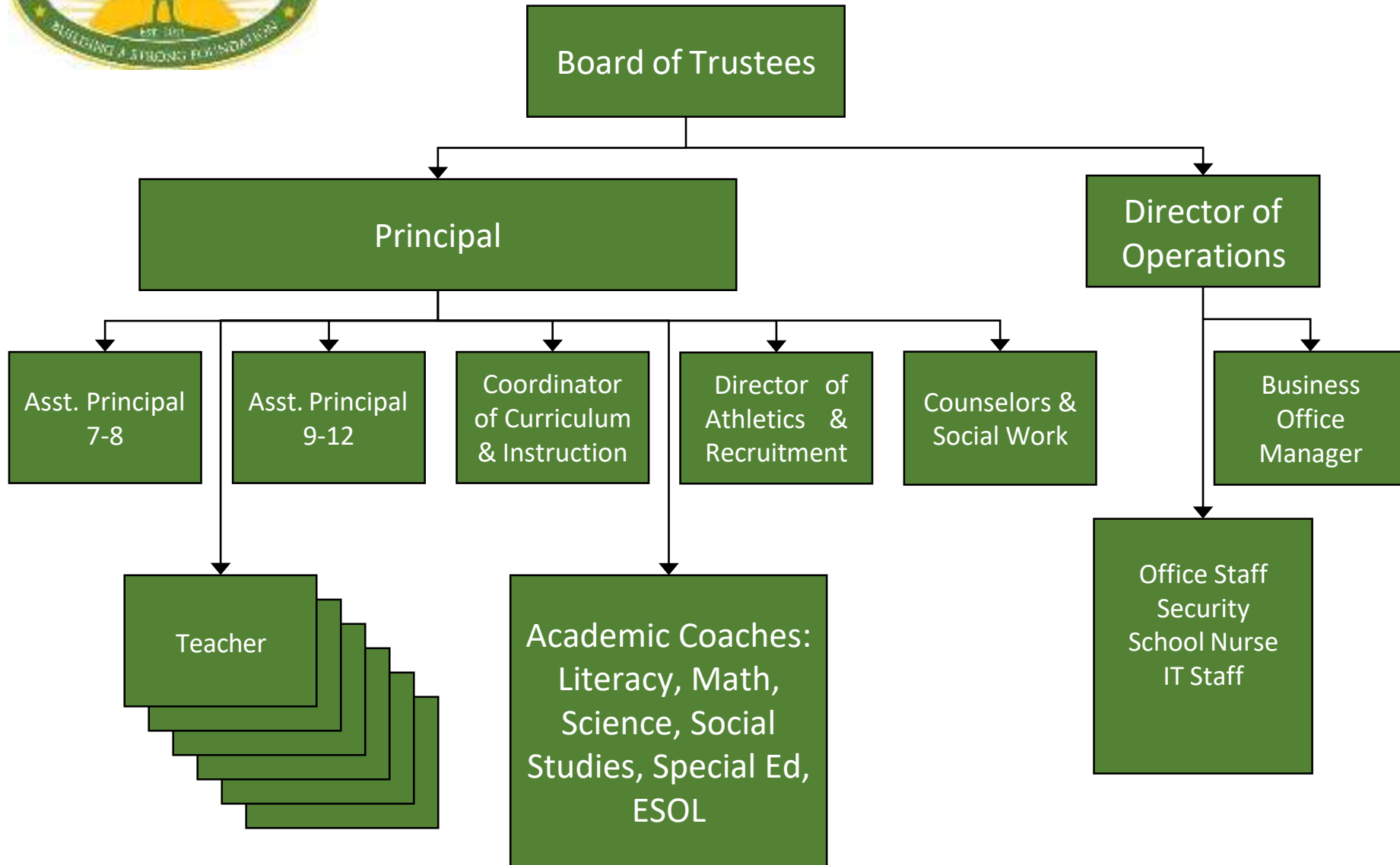
XVII. Next Meeting: [Friday, July 7, 2023, 8:00 – 9:30 AM](#)



Young Women's College Prep Charter School

Organizational Structure

2022-2023



Young Women's College Prep Charter School of Rochester
12 Month Calendar 2023-2024
(184 Instructional Days, 1192 Instructional hours)

July

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				

August

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	31	

September (19 days, 118 instructional hours)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October (21 days, 139 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			

November (18 days, 115 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	

December (16 days, 104 instructional hours)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January (21 days, 139 instructional hours)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 16 days, 106 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	

March (20 days, 132 instructional hours)

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April (16 days, 99 instructional hours)

Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May (21 days, 134 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

June (16 days, 106 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

	Staff Report - August 21st		Early Dismissal Days		Holiday/Recess (No Students or Staff)
	Superintendent's Conference Day (No School for Students)		Regents and School-level Exams		
	September 6, 2023 All Grade Levels Report		June 25, 2024 - Last Day of School		

Part I: General Information and Fire/Life Safety History

Inspection Date

4-12-2023

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 *

n/a

Address *

n/a

n/a

Telephone # *

n/a

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

8. 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	☒	☐
2	10.12.21	☒	☐
3	10.15.21	☒	☐
4	11.2.21	☒	☐
5	11.5.21	☒	☐
6	11.8.21	☒	☐
7	11.12.21	☒	☒
8	11.16.21	☐	☒
9	12.1.21	☐	☒
10	5.13.22	☐	☒
11	6.2.22	☒	☐
12	6.7.22	☐	☒

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

n/a

n/a

n/a

Part II: Public School Fire and Building Safety Non-Conformance Report Sheet

School District _____
Facility # _____

Building Name _____

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	4112	5/1	5/8/23		14E-1					20C-1				
02C-3					09D-1					15A-2					21A-3				
02D-1	4112	5/1	5/8/23		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	4112	5/1	5/8/23		11D-2					17C-2					25C-1				
					11E-1					17D-2									
05A-3										17E-1					26A-3				
05B-2					12A-1					17F-3	4112	5/1	5/8/23		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 ☐				
05C-2					12B-3					17G-1									
					12C-2					17H-2									
06A-1					12D-2	4112	5/1	5/8/23		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					18B-2									
06G-1					12J-1	4112	5/1	5/8/23		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									

All schools complete Section 8 only if the building has electrically-operated folding partitions.

Initial Inspection:

Fire Safety Inspector:

Name Christopher Forsythe
Date 4/17/2023

Registry # 0717-0224 (26E-4)

Final Inspection (if required):

Fire Safety Inspector:

Name [Signature]
Date 3-8-2023

Registry # NY0031800 (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 #: (585) 261-2636

Title: Asst. Fire Marshal

Certification # 0717-0224
(as designated by the NYS Department of State)

Email: cforsyth@greene-ny.gov

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 4-12-2023 and can confirm the specific locations of any non-conformances (provide inspection date) identified within this report.

Name: Roberta McInnis

Telephone #: (585) 254-0320

Title: Director of Operations

Email: rmcinnis@youngwomenscollegeprep.org

Signature Roberta McInnis

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 M. Owens

Telephone #: (585) 254-0320

Title: Principal

Email: lowens@youngwomenscollegeprep.org

Signature Dr. Idonia M Owens

*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: May 11, 2023

Effective Date: May 01, 2023

Expiration Date: May 01, 2024


Commissioner of Education

OBTAIN FIRE SAFETY REPORT FROM DISTRICT OFFICE

THIS CERTIFICATE VOIDS ANY PREVIOUSLY ISSUED