Application: Young Women's College Prep Charter School

Sheri Webber - swebber@youngwomenscollegeprep.org
2023-2024 Annual Report

Summary

ID: 0000000096
Last submitted: Nov 1 2024 10:44 AM (EDT)

Entry 1 – School Information and Cover Page

Completed - Aug 1 2024

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 2023-2024 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, 2024)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

YOUNG WOMEN'S COLLEGE PREPARATORY CHARTER SCHOOL OF ROCHESTER 800000071083

b. Unofficial or Popular School Name

Young Women's College Prep (YWCP)

c. CHARTER AUTHORIZER (As of June 30th, 2024)

Please select the correct authorizer as of June 30, 2024 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)

YWCP offers young women from the city of Rochester the opportunity to learn in a single-gender environment, free from stereotypes, where a strong focus is placed on preparation for college enrollment and graduation. 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. YWCP believes in educating the whole girl, which encompasses academic achievement, career and college preparation, leadership, and personal and social development.

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 #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

https://youngwomenscollegeprep.org/

i. Total Approved Charter Enrollment for 2023-2024 School Year

410

j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment

350

k. Grades Served

Grades served during the 2023-2024 school year (exclude Pre-K program students):

Responses Selected:

7
8
9
10
11
12

l. Charter Management Organization/Educational Management Organization

Do you have a Charter Management Organization?

No

FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

	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 Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	133 Hoover Drive Rochester, NY 14615	585-254-0320	Greece	7-12	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	swebber@youngwomenscollegeprep.org
Operational Leader	Roberta McInnis	Director of Operations	585-254-0320	585-880-2995	rmcinnis@youngwomenscollegeprep.org
Compliance Contact	Sheri Webber	Principal	585-254-0320	585-710-2098	swebber@youngwomenscollegeprep.org
Complaint Contact	Roberta McInnis	Director of Operations	585-254-0320	585-880-2995	rmcinnis@youngwomenscollegeprep.org
DASA Coordinator	Karla Hatley	Director of Student Wellness and Support	585-254-0320	585-615-1775	khatley@youngwomenscollegeprep.org
Phone Contact for After Hours Emergencies	Sheri Webber	Principal	585-254-0320	585-710-2098	swebber@youngwomenscollegeprep.org

m1b. Is site 1 in public space or in private space?

Private Space

m1c. Is site 1 in a co-located or not in a co-located facility?

Responses Selected:

Not Co-Located

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

m1e. 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, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

Site 1 Certificate of Occupancy (COO)

Certificate of Occupancy May2023.pdf

Filename: Certificate of Occupancy May2023.pdf **Size:** 151.3 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

Fire Safety Annual Report.pdf

Filename: Fire Safety Annual Report.pdf **Size:** 1.5 MB

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

none

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o1. Total Number of School Calendar Days

184

o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

January 2024	139
February 2024	106
March 2024	132
April 2024	99
May 2024	134
June 2024	106
July 2023	0
August 2023	0
September 2023	118
October 2023	139
November 2023	115
December 2023	104

CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR

p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school's board of trustees' bylaws, enrollment policy, discipline policy, or complaint policy.

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

Does the school have any material or non-material revisions approved or pending?

No

ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 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	Sheri Webber
Position	Principal
Phone/Extension	585-254-0320-1191
Email	swebber@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 7 (Employee Fingerprint Requirements Attestation):

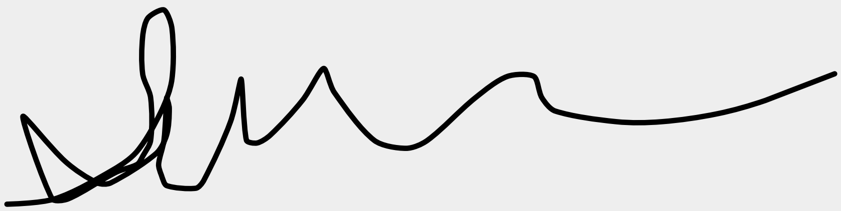
Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo]. Click YES to agree.

Responses Selected:

Yes

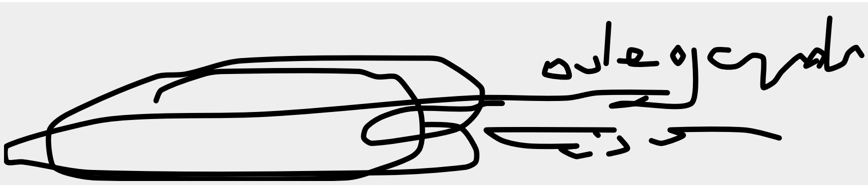
Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Date

Jul 30 2024

Thank you. 

Entry 2 – Links to Critical Documents on School Website

Completed - Aug 1 2024

Instructions

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;[2] (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.
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 July 2023 Emergency Response Plan Memo – Charter Schools Only);
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., Repost when financials have been submitted in November.)

[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Entry 2 – Links to Critical Documents on School Website

School Name: **Young Women's College Prep Charter School**

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

New York State Report Card

Emergency Response Plan Memo

NYSED Subject Matter List

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	https://youngwomenscollegeprep.org/wp-content/uploads/2024/07/YWCP-22-23-Annual-Report.pdf
2. Board meeting notices, agendas and documents	https://youngwomenscollegeprep.org/about-us/board-of-trustees/
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	https://data.nysed.gov/profile.php?instid=800000071083
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://youngwomenscollegeprep.org/wp-content/uploads/2022/11/dasa_training_materials_final_-_8.30.16.pdf
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://youngwomenscollegeprep.org/extra-curriculars/code-of-conduct/
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://youngwomenscollegeprep.org/parent-resources/safety-plan/
6. Authorizer-approved FOIL Policy	https://youngwomenscollegeprep.org/wp-content/uploads/2019/04/YWCP-Policy_Manual.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 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2024

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 2023-2024 school year must complete and sign a Trustee Disclosure of Financial Interest Form due **no later than 11:59 PM on August 1, 2024**. 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 2023-2024 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.

Board of Trustees Disclosure of Financial Interest Form

Filename: Board_of_Trustees_Disclosure_of_Fi_VbDsxWn.pdf **Size:** 2.1 MB

Entry 4 – Board of Trustees Membership Table

Completed - Aug 1 2024

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 4 – Board of Trustees Membership 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. 2023-2024 Board Member Information (Enter info for each BOT member)

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023-2024
1	Ghislaine Radegonde-Eison	ghislaineradegonde-eison@rochester.edu	Chair	Executive	Yes	1	12/1/2023	11/31/2026	10
2	Sarah Tufano	stufano@nixonpeabody.com	Secretary	Executive	Yes	1	5/5/2023	5/4/2026	9
3	Charles Falcon	Charles.Falcon@xerox.com	Treasurer	Executive, Finance, Audti	Yes	2	9/1/2021	8/31/2024	11
4	Julia Green	julia.green@rochester.edu	Vice Chair	Executive, Audit, Performance Evaluation	Yes	2	9/1/2021	8/31/2024	11
5	Belimar Velazquez	belimarvk@gmail.com	Trustee/ Member	N/A	Yes	2	4/1/2022	3/31/2025	10
6	Maria Cruz	mdalmaur1@gmail.com	Trustee/ Member	N/A	Yes	1	5/5/2023	5/4/2026	9
7	Erin Duffy Kruss	erinduffykruss@marksiwiec.com	Trustee/ Member	N/A	Yes	2	9/1/2021	11/30/2023	5 or less

8									
9									

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

No

2. Number of board meetings conducted in 2023-2024

11

3. Number of board meetings scheduled for the 2024-2025 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total number of Voting Members on June 30, 2024	6
b. Total number of Voting Members added during the 2023-2024 school year	1
c. Total number of Voting Members who left the board during 2023-2024 school year	1
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	7

5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minuteset by the board in bylaws, resolution, or minutes	0
e. Board members attending 8 or fewer meetings during 2023-2024	0

Thank you.

Entry 5 – Board Meeting Minutes

Completed - Aug 1 2024

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

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 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 **no later than 11:59 PM on August 1, 2024**.

Board Meeting Minutes

Filename: Board_Meeting_Minutes_d8kBHag.pdf **Size:** 3.6 MB

Entry 6 – Enrollment & Retention

Completed - Aug 1 2024

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

***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 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	We will do targeted recruitment with the support of local agencies that work with families of students with disabilities	A targeted campaign across Rochester in partnership with RTS (Rochester Transit Service) during the late winter started the work for 24-25. YWCP advertising was throughout Rochester in zip codes that contained high numbers of special populations. YWCP has continued to partner with community organizations to increase our presence across the county. A new partnership with Innova, an all girls elementary charter school, has exposed even more families to YWCP. The school has made an increased effort to have a social media presence as well as a plan to update the YWCP website. YWCP attended several recruitment fairs in the area as well as set up shop at the local malls. We will continue to work with local agencies that specifically support families of students with disabilities.
English Language Learners	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.	A targeted campaign across Rochester in partnership with RTS (Rochester Transit Service) during the late winter started the work for 24-25. YWCP advertising was throughout Rochester in zip codes that contained high numbers of special populations. YWCP has continued to partner with community organizations to increase our presence across the county. A new partnership with Innova, an all girls elementary charter school, has exposed even more families to YWCP. The school has made an increased effort to have a social

		media presence as well as a plan to update the YWCP website. YWCP attended several recruitment fairs in the area as well as set up shop at the local malls. We will continue to work with agencies that specifically work with families that are new/newer to the United States.
Economically Disadvantaged	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.	A targeted campaign across Rochester in partnership with RTS (Rochester Transit Service) during the late winter started the work for 24-25. YWCP advertising was throughout Rochester in zip codes that contained high numbers of special populations. YWCP has continued to partner with community organizations to increase our presence across the county. A new partnership with Innova, an all girls elementary charter school, has exposed even more families to YWCP. The school has made an increased effort to have a social media presence as well as a plan to update the YWCP website. YWCP attended several recruitment fairs in the area as well as set up shop at the local malls.

Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	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.	A school wide focus on student engagement, instructional practices and classroom management will lead directly to student success and belonging. Faculty will revisit trauma informed instruction to strengthen their ability to support students needs. New electives have been created based on student feedback in order to offer students more options to courses of interest. As a school, a tightening of data protocols through the MTSS team will be done to ensure adequate individual progress is being made by students. Schoolwide advisory lessons will be revamped to focus on more SEL topics. YWCP will increase the number of student celebrations throughout the year as a whole school and in individual classrooms
English Language Learners	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	A school wide focus on student engagement, instructional practices and classroom management will lead directly to student success and belonging. Faculty will revisit trauma informed instruction to strengthen their ability to support students needs. New electives have been created based on student feedback in order to offer students more options to courses of interest. As a school, a tightening of data protocols through the MTSS team will be done to ensure adequate individual progress is being made by students. Schoolwide advisory lessons will be revamped to focus on more SEL topics. YWCP will

	clubs each week to find a new level of success and sense of belonging.	increase the number of student celebrations throughout the year as a whole school and in individual classrooms
Economically Disadvantaged	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.	A school wide focus on student engagement, instructional practices and classroom management will lead directly to student success and belonging. Faculty will revisit trauma informed instruction to strengthen their ability to support students needs. New electives have been created based on student feedback in order to offer students more options to courses of interest. As a school, a tightening of data protocols through the MTSS team will be done to ensure adequate individual progress is being made by students. Schoolwide advisory lessons will be revamped to focus on more SEL topics. YWCP will increase the number of student celebrations throughout the year as a whole school and in individual classrooms

Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Aug 1 2024

Entry 7 – 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] 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 NYSED CSO Employee Clearance and Fingerprint Memo or visit the NYSED website at Who Must Be Fingerprinted Charts for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. 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.

Attestation

Responses Selected:

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

Entry 8 – Organization Chart

Completed - Aug 1 2024

Instructions

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

Upload the 2023-2024 **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.

Org Chart

Filename: Org_Chart_J0RryQW.pdf **Size:** 86.9 kB

Entry 9 – School Calendar

Completed - Aug 1 2024

Instructions for submitting School Calendar

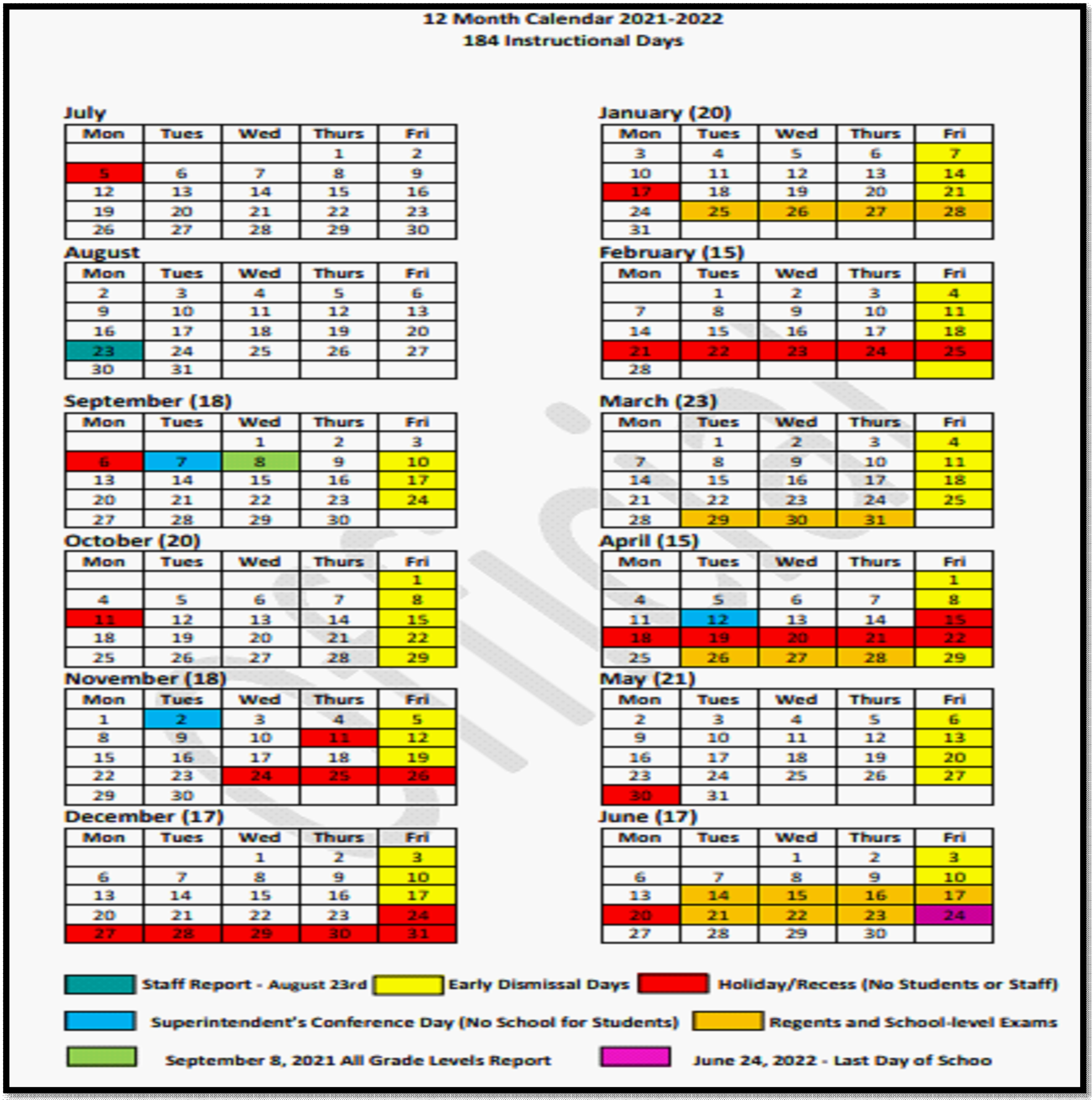
Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024.**

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.

Sample Calendar:



12 Month Calendar 2021-2022
184 Instructional Days

July

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August

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			

September (18)

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	

October (20)

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

November (18)

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			

December (17)

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

January (20)

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				

February (15)

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				

March (23)

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	

April (15)

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

May (21)

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			

June (17)

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	

Staff Report - August 23rd
Early Dismissal Days
Holiday/Recess (No Students or Staff)
Superintendent's Conference Day (No School for Students)
Regents and School-level Exams
September 8, 2021 All Grade Levels Report
June 24, 2022 - Last Day of Schoo

[Academic Calendar 2024-2025 OFFICIAL]

Filename: Academic_Calendar_2024-2025_OFFICIAL.pdf **Size:** 161.5 kB

Entry 10 – Faculty/Staff Roster Template

Completed - Aug 1 2024

INSTRUCTIONS

Required of Regents, NYCDOE, and Buffalo BOE-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 2023-2024 school year).

Use of the 2023-2024 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-staff-roster-template-2024

Filename: faculty-staff-roster-template-202_Ngbqf5F.xlsx **Size:** 53.1 kB

Entry 11 – Progress Toward Goals

Completed - Nov 1 2024

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at Accountability Plan Progress Report. After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

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 11:59 PM on November 1, 2024.**

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

Entry 11 – 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, 2024.

---

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, 2024.**

2023-2024 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	mprove student achievement on NYS ELA 7-8 ELA assessment & 7th grade NYS Mathematics and 8th grade Algebra Regents examination	We will utilize IXL and common formative/summative assessments to evaluate progress towards this goal. MS students will receive targeted instruction and intervention in ELA Lab and Math Lab, two classes designed solely to work on skill building. MS math classes will have a second teacher in the room to support learning, provide differentiation and enhance instruction. 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	Targeted standards work and unit planning will occur to allow teachers to focus on essential learning while vertically aligning curriculum. Through	Met	

		alignment teachers will be able to strategically spiral content in order to work towards closing gaps, increasing rigor and ensuring preparation for summative assessments. The focus remains on the highest priority standards relative to the NYS 3-8 Assessments in Math and ELA as well as the NYS Regents Examinations. We continue to develop common language and instructional practices while embedded literacy standards to focus on vocabulary, reading skills, and writing ability. Student growth is measured in multiple ways through formative and summative assessments, teacher evaluations, and instructional coaching outcomes.		
Academic Goal 3	Increase cohort proficiency levels on NYS Regents examinations.	Annual regents examination data will be used to evaluate progress towards this goal. New courses have been added to the master schedule to	Met	

		enhance learning and understanding of content presented on the examinations. Students are being exposed to the course standards in through multiple modes to increase their ability to make connections, retain information, and score proficiently on exams. Data is analyzed throughout the school year to adjust instructional accordingly. Unit planning and curriculum work throughout the year to reorganize and prioritize learning will occur.		
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

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 with be measured based upon the completion of the process. Artifacts from the teacher evaluation process will be stored in a secured shared Google drive. Teachers will complete a pre-assessment to evaluate their strengths and weaknesses.	Met	

		Teachers will self-select elements to focus their observations on throughout the year. In house professional development will be designed and differentiated based on the choices teachers make on their pre-assessment. coaching cycles will occur with the same goals and design elements in mind.		
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	No material weaknesses identified in the annual audit.	Clean audit report for FY24 free of material weaknesses.	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 12 – Audited Financial Statements

Completed - Oct 31 2024

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 than11:59 PM on November 1, 2024. 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 11:59 PM on November 1, 2024**. 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 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.

Young Women's College Prep Charter School of Rochester 2024 Financial Statements

Filename: Young_Womens_College_Prep_Charter__0WbVFZX.pdf **Size:** 440.2 kB

Entry 12b – Audited Financial Report Template (BOR)

Completed - Oct 31 2024

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 2023-2024 Annual Reports webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024.**

Please complete one spreadsheet at the Education Corporation level and submit the same 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 2023-24

Filename: Young_Womens_College_Prep_Audited_niQGx55.xlsx **Size:** 469.1 kB

Entry 12c – Additional Financial Documents

Completed - Oct 31 2024

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. 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 2024 Financial Statements

Filename: Young_Womens_College_Prep_Charter__asfm6EC.pdf **Size:** 440.2 kB

YWCP Escrow Account

Filename: YWCP_Escrow_Account.pdf **Size:** 12.3 kB

Entry 12d – Financial Contact Information

Completed - Oct 31 2024

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.

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	585-254-0230

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	12

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 13 – Fiscal Year 2024-2025 Budget

Completed - Oct 31 2024

SUNY-authorized charter schools should download the 2024-2025 Budget and Quarterly Report Template and the 2024-2025 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 no later than 11:59 PM on November 1, 2024**.

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY25 Budget using the 2024-2025 Budget Template into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024**.

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 of Rochester Annual Report Budget

Filename: Young_Womens_College_Prep_Charter_aaSFfpi.xlsx **Size:** 164.4 kB

Optional Additional Documents to Upload (BOR)

Incomplete

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.).

PARint Rep.

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.

Mother of Marianna & Sammantha Cruz

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**
N/A	N/A	N/A	N/A

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
N/A	N/a	N/a	N/A	N/a

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:

716-533-4075

Business Address:

737 Delaware Ave Buffalo NY 14209

E-mail Address:

(work) Maria.Cruz2@omh.NY.gov (Personal) Mdalmaur1@gmail.com

Home Telephone:

585-354-2226

Home Address:

____

Signature ______________________ 7/20/2024 **Date**

Acceptable signature formats include:

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

NEW YORK STATE | Office of Mental Health

MARIA CRUZ, FPA
Family Advocacy Specialist Western NY Region

Office of Advocacy and Peer Support Services
WNY Field Office
737 Delaware Ave, Buffalo, NY 14209
TEL: [illegible] | CELL: [illegible] | FAX: [illegible]
Maria.Cruz2@omh.ny.gov
www.omh.ny.gov

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name: Chuck Falcon

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

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

585-899-9546

Business Address:

800 Phillips Road, Building 111, Webster, NY 14580

E-mail Address:

Charles.falcon@xerox.com

Home Telephone:

585-899-9546

Home Address:

73 ARMETALE LUSTER, WEBSTER, NY 14580

Chuck Falcon

Signature

7/12/24

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:

Julia E. Green

Name of Charter School Education Corporation:

Young Women's College Prep Charter School, Inc.

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

   Vice chair

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.

   n/a

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.

   n/a

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.

n/a

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.

n/a

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
n/a	n/a	n/a	n/a

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
n/a	n/a	n/a	n/a	n/a

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:

5852751550

Business Address:

University of Rochester, 220 Hutchison Road, Rochester, NY

E-mail Address:

juliaegreen@mac.com

Home Telephone:

5858025977

Home Address:

97 Dorchester Road, Rochester, NY 14610

Julia E. Green Digitally signed by Julia E. Green Date: 2024.07.17 12:16:23 -04'00' 7/17/24

Signature **Date**

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

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee

Trustee Name:

Erin Duffy Kruss

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 the Scholarship Committee

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

   ☐ Yes ☒ No

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

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

   ☐ Yes ☒ No

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

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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

☒ **None**

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

-

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

☒ **None**

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

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Business Telephone:

585-472-4218

Business Address:

1357 Monroe Ave., Rochester, NY 14618

E-mail Address:

erinduffykruss@marksiwiec.com

Home Telephone:

585-472-4218

Home Address:

333 Shadowbrook Dr., Webster, NY 14580

Authentisign
Erin D Kruss

07/03/24

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:

Ghislaine Radegonde-Eison

Name of Charter School Education Corporation:

Young Women's College Prep Charter School

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

   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

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Business Telephone:

585-734-3599

Business Address:

E-mail Address:

ghislaineradegonde-eison#@ochester.edu

Home Telephone:

Home Address:

70 Oliver Street, Rochester, NY 14607

7/17/2024

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:

Sarah Tufano

Name of Charter School Education Corporation:

Young Women's College Preparatory Charter School of Rochester

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

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

   ☐ **Yes** ☑ **No**

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

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

   ☐ **Yes** ☑ **No**

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

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

   ☐ **Yes** ☑ **No**

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

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

   ☐ **Yes** ☑ **No**

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

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

☑ **None**

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

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

☑ **None**

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

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Business Telephone:

585-263-1260

Business Address:

1300 Clinton Square, Rochester NY 14604

E-mail Address:

stufano@nixonpeabody.com

Home Telephone:

302-584-8515

Home Address:

1 S Clinton Ave, Rochester NY 14604

Sarah Tufano

Signature

7/2/2024

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 member

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

   ☐ **Yes** ☒ **No**

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

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

   ☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

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

☒ **None**

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

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

☒ **None**

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

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Business Telephone:

____

Business Address:

____

E-mail Address:

belimarvk@gmail.com

Home Telephone:

5858990435

Home Address:

1025 Pittsford Mendon Rd 14534

7/9/24

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 7, 2023
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive

MINUTES

I. Call to Order: ***Julia Green, Interim Chair***

II. Roll Call: ***Sarah Tufano, Secretary***

BoT Attendance

First Name	Last Name	July 7 2023
Erin	Duffy-Kruss	X
Charles (Chuck)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X
Maria	Cruz	X
Sarah Laine	Tufano	X

Participants

Roberta	McGinnis	X
Sheri	Webber	X
Ghislaine	Radegonde-Eison	X
LaQuanna	Sparkman	X
LaSonia	Green	X

III. Communications to the Board: None.

IV. Public speakers: None.

V. Approval of the June 2023 BoT Minutes: ***Sarah Tufano***

- Motion: Sarah Tufano
- Second: Chuck Falcon
- Abstentions: Julia Green
- All in favor

VI. Executive Report: ***Julia Green***

- Ideas for thanking Dr. Owens for her service as Interim Principal – decided on flowers and a card, possible publication in newsletter to parents
- Introducing new Principal Dr. Webber – planning a back-to-school letter to parents and Town Hall for parents with entire leadership team

- New NYSED liaison – Vicky retired, so need to figure out how to welcome new liaison, perhaps inviting them to board meeting once board transition is finalized
- **VOTE: approve 2023-24 Board Meeting Calendar**
    i. Motion: Julia Green
    ii. Second: Erin Duffy Kruss
    iii. No abstentions
    iv. Vote passes
- Audit Meeting – will pass on results to board when available
- Board survey results from Breakthrough Leadership – should be available soon, and need to determine how to address without a governance chair, as well as strategic planning with Dr. Webber

VII. **Principal Update: *Sheri Webber, Incoming Principal***

- Been a good transition so far, starting to meet more students and learn what people are looking for
- Thinking in terms of 3-year plans and break into stages for good results in the short term and setting up for success in the long term, including hiring more teachers and an assistant principal
- Have an assistant principal in mind, want to bring him in to meet students
- Want to integrate DEI/justice training for teachers, and want trainings to be ongoing throughout the year
- Danielson rubric to evaluate teachers is too broad, so need to scale back to basic components and weave in DEI/other training to connect everything back to instruction
- Every teacher will have mental health/first aid training over two week time-frame
- Need full staff to give students more structure, so next spring will begin posting jobs and hiring immediately (not waiting until summer), as well as retaining teachers
- Need consistency and retention among leadership

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

- Preparing for audit
- Working with Dr. Webber to bring her up to speed
- Determining where to spend grant funds
- Need financial disclosure forms from all board members

IX. **Finance Committee: *Chuck Falcon***

- No new updates
- **VOTE: M&T Financial Product (Money Rate Sweep)**
    i. Voted by email
    ii. Vote passes and incorporated into record

X. **Governance Committee: *Julia Green***

- Carpino Group proposal – Proposed SOW in May 5, 2023 Board Meeting folder

- Proposal for Carpino Group to provide consulting on board functioning, including looking for new board members and having back-up list to draw upon when we have openings
- Proposal was approved pending NDA – need to determine who will reach out to Peter Carpino about next steps
- Would be a good idea for him to attend meetings when we need governance reports, by invite-only

XI. YWCP Foundation: Executive Director or Delegate

- Lauri Bonnell no longer working with them
- Need to ask J. Allen who will be new delegate

XII. Old Business: ***All***

- Roberta is looking for board policy manual to update and publish to website – can ask J. Allen or K. Quinn for most updated version
- Will need to have a re-vote on handbook before publishing
- Julia wants to consider retaining Jen Jovcevski for YWCP's legal representation
- Sheri wants login info for social media platforms, so leadership team can use them to share positive things and build better relationships with parents
- Sheri wants to find translation apps to use to communicate with families that do not speak English as a first language
- Sheri wants to overhaul the website and update it – currently no one is assigned to update website
- Maria will speak to marketing person for her company who assisted with redesigning website

XIII. Adjournment

- Motion to adjourn: Julia Green
- Second: Erin Duffy Kruss
- Abstentions: none
- All in favor

XIV. Next Meeting: Friday, August 4, 2023, 8:00 – 9:30 AM

YWCP Board of Trustees Meeting

Date:	Friday, August 4, 2023
Time:	8:00 – 9:30 AM
Location:	133 Hoover Drive

MINUTES

I. **Call to Order:** ***Julia Green, Interim Chair***

II. **Roll Call:** ***Sarah Tufano, Secretary***

BoT Attendance - August 4, 2023

Name	Attendance
Erin Duffy-Kruss	
Charles Falcon	X
Julia Green	X
Belimar Velazquez	X
Maria Cruz	X
Sarah Tufano	X

BoT Participants - August 4, 2023

Name	Attendance
Robert McInnis	
Lauri Bonnell	X
Sheri Webber	X
Ghislaine Radegonde-Eison	X
LaQuanna Sparkman	X
LaSonia Green	X

III. **Public speakers:** None.

IV. **Approval of the July 2023 BoT Minutes:** ***Sarah Tufano***

- Motion: Sarah Tufano
- Second: Julia Green
- Abstentions: Belimar Velazquez
- All in favor

V. **Communications to the Board:**

- Received offer from Business Fame magazine to feature YWCP
- Decided this year is not the best time to pursue these kinds of opportunities
- Also does not make sense from marketing perspective to do features such as this one

VI. **Principal Update:** ***Sheri Webber, Incoming Principal***

- Parent Newsletter:
  - *i.* Leadership wants to issue bi-weekly newsletter (perhaps moving to weekly later) to provide updates on events in the community and other communications to parents
  - *ii.* Aiming to issue first newsletter before the new school year begins – will contain list of big upcoming events, such as a big recruitment/open house/fundraiser event with food trucks for September 28, 4:30-7:30 pm
  - *iii.* Also aiming to create athletic newsletters, newsletters specific to each grade, and "college connection corner" section to newsletters
  - *iv.* YWCP Foundation can support fundraising efforts
  - *v.* Lauri also working with YWCP Foundation on announcement for new principal, so will draft and provide copy for board to review
- YWCP Annual Goals
  - *i.* Communication
    1. Need to improve communication to staff and families
    2. Looking into ParentSquare
       a. Could be the platform to share the newsletters and other information
       b. Teachers can communicate to parents/students about classes/assignments/grades, upload permission slips to sign digitally, etc
       c. Also includes translation services
       d. Goal is to have platform in place before school year, but may be delayed
    3. Also looking into setting up parent portals in Power School
       a. Parents can see attendance and grades in real time
       b. Will require training to parents on using it
       c. Event on September 28 will include training
  - *ii.* Professional Development
    1. Much of teachers' EOY feedback was related to improving professional development
    2. Have dedicated two weeks in August with teachers for professional development
    3. Goal is to link training back to Danielson Rubric domains 2-3 so teachers can build connections to classroom work
    4. Also aiming to have continued trainings throughout the year, including a Professional Learning Community every Friday

5. All teachers will have to engage in two different book studies, must complete 5 hours of professional development on their own (will give selections to choose from)
6. Also aiming to turn three school days into remote-days for students so teachers can focus on professional development

iii. Social and Emotional Learning

1. All teachers are receiving mental health/first aid training in August, including learning how to identify triggers and react/adapt
2. Two teachers sent to advisory training through Student Leadership Network
3. Aiming to continue this training throughout the year as well
4. Designating teachers as "grade level manager" to serve as first on scene to respond to a situation and assist

- Teacher Recruitment and Resources
  - *i.* Almost fully hired, with a few more offers outstanding
  - *ii.* First leadership meeting on July 31, 2023 to divide up responsibilities
  - *iii.* New assistant principal, Jason McMurray, will oversee recruitment
  - *iv.* Setting aside time during two weeks in August to have onboarding/training for new teachers
  - *v.* YWCP Foundation may be able to support mentorship for teachers
- Culture among students
  - *i.* Need to address culture among students and encourage students to help and support each other
- Enrollment
  - *i.* Seventh grade enrollment is low – potentially 60, but only 15 fully enrolled with another 20 in process and 17 more accepted
  - *ii.* Have extended offers from waitlist to bring up total enrollment
  - *iii.* May only do two sections of seventh grade

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

- Roberta on vacation, will receive update in September

VIII. Finance Committee: *Chuck Falcon*

- Pre-Audit Meeting occurred on July 31, 2023
  - *i.* Standard meeting for auditors to meet with audit committee
  - *ii.* Auditors need to determine which accounting practices are applicable, including how leases are accounted for
  - *iii.* Will have some costs associated with audit (such as purchasing software application and minimal yearly support fee)
- Financials:
  - *i.* Preliminary results are available, subject to audit

ii. As of end of June 2023, had $200k surplus due to staff vacancies

IX. YWCP Foundation: *Lauri Bonnell, Interim Executive Director*

- Foundation is in flux because recently voted in a new board chair (Samantha Eastman), so needs to figure out who will be Foundation's representative at BOT meetings
- Lauri is still acting as interim executive director, but may make sense to have Samantha begin attending meetings
- Discussion regarding moving Leadership Breakfast from October to March given transition
    - *i.* Chuck: should communicate with companies that typically donate, as they will need to know ahead of time for budgeting purposes
    - *ii.* May move the "Hot Women Cool Jobs" event accordingly
- Discussion about Foundation's initiatives and support to students, such as gift cards and college essay writing classes

X. Old Business: *All*

- Belimar submitted Ghislaine's board application, so will hopefully hear from NYSED soon
- Chuck will look through emails to find communications from Kevin Quinn regarding updated school policy manual that Roberta was searching for

XI. Executive Session

- Motion to adjourn to executive session: Belimar Velazquez
    - *i.* Second: Julia Green
    - *ii.* Abstentions: none
    - *iii.* All in favor
- Motion to exit executive session: Julia Green
    - *i.* Second: Chuck Falcon
    - *ii.* Abstentions: none
    - *iii.* All in favor
- **VOTE: Approval of salary increase for Roberta McInnis**
    - *i.* Motion: Julia Green
    - *ii.* Second: Belimar Velazquez
    - *iii.* Abstentions: none
    - *iv.* All in favor

XII. Adjournment of Meeting

- Motion to adjourn meeting: Belimar Velazquez
- Second: Julia Green
- Abstentions: none
- All in favor

XIII. Next Meeting: Friday, September 8, 2023, 8:00 – 9:30 AM

YWCP Board of Trustees Meeting

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

MINUTES

I. **Call to Order:** ***Julia Green, Interim Chair***

II. **Roll Call:** ***Sarah Tufano, Secretary***

BoT Attendance - September 8, 2023

Name	**Attendance**
Erin Duffy-Kruss	
Charles Falcon	X
Julia Green	X
Belimar Velazquez	X
Maria Cruz	X
Sarah Tufano	X

BoT Participants - August 4, 2023

Name	**Attendance**
Roberta McInnis	X
Lauri Bonnell	
Sheri Webber	X
Ghislaine Radegonde-Eison	X
LaQuanna Sparkman	
LaSonia Green	

III. **Public speakers:** None.

IV. **Approval of the August 2023 BoT Minutes:** ***Sarah Tufano***

- Motion: Chuck Falcon
- Second: Julia Green
- All in favor

V. **Communications to the Board:**

- Binder donation drive from Nixon Peabody – Sarah will follow up on office materials
- Sarah and Ghislaine will plan to attend the Rochester Charter Board Convention on September 28
- Appeals from parents discussed in executive session

VI. **Executive Report: *Julia Green, Interim Chair***

- Student Leadership Network Affiliation Agreement:
    - *i.* Same agreement as before and has been budgeted for each year
    - *ii.* YWCP has a history with this program (relates to how YWCP was founded), and has participated every year
    - *iii.* Cost is not exorbitant
    - *iv.* Helps coordinate Leadership Breakfast, other events, and other support/resources
    - *v.* VOTE: Approval of Affiliation Agreement
        1. Motion: Julia
        2. Second: Maria
        3. All in favor
- Student Leadership Network Support Proposal:
    - *i.* New offer for us because we have a new principal
    - *ii.* Provides coaching sessions, networking with other principals, other resources
    - *iii.* Significantly more costly - $28k (perhaps we can ask to pro-rate as the school year has already started)
    - *iv.* Difficult to know at this point what resources will be useful, but may be helpful as new principal transitions to charter school environment
    - *v.* Julia/Sheri will plan to reach out to them with questions, and can hold email vote if necessary

VII. **Principal Update: *Sheri Webber, Incoming Principal***

- Curriculum:
    - *i.* Working on developing a new school curriculum
    - *ii.* Organizing a new Google drive to keep everything orderly
- Parent Newsletter:
    - *i.* Sent first newsletter to parents through Power School platform
    - *ii.* Will send copy to board members
- Social Media platforms:
    - *i.* Finally granted access
    - *ii.* Currently working on updating the platforms
- Additional new platforms:
    - *i.* Raptor – for school security
    - *ii.* Vector – online platform for mandatory NYS training
    - *iii.* Parent Square – platform for communications with parents, containing parent portal

iv. Power School – another platform for communications with parents

VIII. Governance Committee:

- Carpino Proposal – Julia will get in touch with Peter Carpino about securing his assistance with governance committee responsibilities
- VOTE: Final Resolution, Ghislaine Radegonde-Eison – NYSED Approval

NOW, therefore, the YWCP Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, has voted to select Ghislaine Radegonde-Eison as members to its Board of Trustees, with a term expiring on 3 years from the date of NYSED approval, pending approval by NYSED. The resolution approving Ghislaine Radegonde-Eison is adopted upon NYSED's approval.

i. Motion: Julia Green
ii. Second: Sarah Tufano
iii. All in favor

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

- Open positions:
  i. Three teachers resigned in August
  ii. All three positions have already been filled
  iii. 8-10 new employees total, no vacancies
- Audit:
  i. Audit began this week and is underway
  ii. May require an email vote after the October meeting
  iii. Sarah will send Roberta the current BoT roster, including end dates of each member
- Report:
  i. Concluded second COVID grant, fully expensed, and the final report is due October 15
  ii. ARP grant is 43% expensed, some amendments made, and ends September 2024
  iii. Staff trainings on sexual harassment and cybersecurity
  iv. Need to update disaster recovery plan

X. Finance Committee: *Chuck Falcon*

- Post-Audit Meeting set to occur in October
- Financials:
  i. July financials are available in the Google Drive, show no surprises
  ii. Began the M&T Bank sweep, which brings in $122/day

XI. YWCP Foundation: *Lauri Bonnell, Interim Executive Director*

- None

XII. Old Business: *All*

- Ask Kevin Quinn of Whiteman Osterman & Hanna LLP for the most updated copy of the board policy manual in word format, because it contains the employee handbook
- Sarah to gain administrative access to YWCP website to update website with board calendar and minutes
- Maria to send contact information for website designer

XIII. Executive Session

- Motion to adjourn to executive session: Julia Green
    - *i.* Second: Maria Cruz
    - *ii.* Abstentions: none
    - *iii.* All in favor
- Motion to exit executive session: Julia Green
    - *i.* Second: Sarah Tufano
    - *ii.* Abstentions: none
    - *iii.* All in favor
- **VOTE: Upholding YWCP's decision regarding expulsion of two students**
    - *i.* Motion: Julia Green
    - *ii.* Second: Sarah Tufano
    - *iii.* Abstentions: none
    - *iv.* All in favor

XIV. Adjournment of Meeting

- Motion to adjourn meeting: Julia Green
- Second: Sarah Tufano
- Abstentions: none
- All in favor

XV. Next Meeting: Thursday, October 5, 2023, 6:00 – 7:30 PM

YWCP Board of Trustees Meeting

Date: Thursday, October 5, 2023
Time: 6:00 – 7:30 PM
Location: 133 Hoover Drive

MINUTES

I. **Call to Order:** ***Julia Green, Interim Chair***

II. **Roll Call:** ***Sarah Tufano, Secretary***

BoT Attendance

Name	Attendance
Erin Duffy-Kruss	
Charles Falcon	X
Julia Green	X
Belimar Velazquez	X
Maria Cruz	X
Sarah Tufano	X

BoT Participants

Name	Attendance
Roberta McInnis	X
Lauri Bonnell	X
Sheri Webber	X
Ghislaine Radegonde-Eison	
LaQuanna Sparkman	X
LaSonia Green	

III. **Public speakers:** None.

IV. **Approval of the September 2023 BoT Minutes:** ***Sarah Tufano***

- Motion: Sarah Tufano
- Second: Julia Green
- All in favor

V. **Updates from the Secretary:** ***Sarah Tufano***

- Board Policy Manual – Sarah will accept all changes in redlined version and post redlined and clean version in Google Drive to vote on in November meeting
- Rochester Charter Board Convention – Sarah and Ghislaine attended the September 28, 2023 meeting on behalf of YWCP
- New Bylaws – the board voted to approve the new Bylaws in November 2022, and Sarah will submit to NYSED for approval
- Binder donation from Nixon Peabody – Sarah will bring to December board meeting

VI. **Communications to the Board:**

- Furniture donation from Nixon Peabody – Sarah will learn details/logistics

VII. **Executive Report:** ***Julia Green, Interim Chair***

- Student Leadership Network Affiliation Agreement:
    i. MOU is signed and turned in
- Student Leadership Network Support Proposal:
    i. Julia to follow up with SLN on leadership proposal
- Update from LaQuanna Sparkman on college initiatives:
    i. One-on-one sessions with students to help them get organized with checklists
    ii. Visitors from colleges/universities in area to discuss various topics, such as admissions and financial aid, as well as to build relationship with YWCP
    iii. Collaborating with ELA teacher to assist students with college essays
    iv. SLN director visited for "Back to College" night with parents, was an opportunity for parents to ask questions
    v. Planning virtual office hours for parents to talk about the college process, to bridge gap between home and school
    vi. Hired college transition coach to assist
    vii. Planning a 4-day college tour for Veterans' Day (November 10)
    viii. Potential project for seniors to send care packages to recent graduates at college to build connections/contacts

VIII. **Principal Update:** ***Sheri Webber, Incoming Principal***

- Enrollment:
    i. 362 enrolled as of October 5
    ii. 15-16 enrolled students have not attended yet, but all were registered in RCSD or another charter school, so took them off rolls
    iii. Opened waitlist for 7th-9th grade, which led to some new enrollment
- Progress Report:
    i. 5-week progress reports going out next week
- Faculty Training/Development:

i. Faculty is doing a book study and meeting in small groups to discuss
ii. Goal is to finish first book by winter break and start a new book in January
iii. Book topics include culturally responsive teaching, fostering resilient learners amidst trauma, and hidden biases
iv. Teachers have been very engaged
v. Planning to also start instructional coaching cycles for all teachers (two cycles for newer teachers)

- Social Events:
  i. Back to School Bash last week was a success
  ii. Had food trucks, good turnout, lots of parents/students
- Communication Platforms with Parents:
  i. Parent Square is up and running – all parents have the information they need to join the app, teachers can communicate with parents individually, and newsletters shared with parents through app
  ii. Power School/Parent Portal – parents sent instructions for signing up in the mail, allows parents to view students' attendance, grades, progress reports
- Dual Enrollment Classes:
  i. YWCP has certain classes now approved for college credits (health and statistics) through MCC and Brockport
  ii. Working on getting approval for some art classes, pre-calculus, and English
- Extracurricular Activities:
  i. Planning to start clubs/extracurricular activities for students on Friday afternoons
- Parent Newsletter:
  i. Sent first newsletter to parents through Power School platform
  ii. Will send copy to board members
- School Visitors:
  i. Sarah and Laura from SLN visited and expressed positive feedback
  ii. Contracted with Keisha James over the summer to work with teachers on culturally responsive teaching, and she visited to observe classrooms, talk to students and teachers, and develop a plan for what to focus on next

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

- Grants:
  i. Signed final grant, so final funds will be disbursed
  ii. Submitted for reimbursement from ARP grant
- Audit:
  i. Finishing up the audit

ii. Audit committee will review financials on 10/18, then will have an email vote to submit the financials by November 1

X. Finance Committee: *Chuck Falcon*

- Sent out financial statements – aligned with expectations, no surprises or concerns
- Investments continue to struggle due equity positions in the volatile market, as well as entering the market at a high point
- Invested $300k in two different funds, current value is $267k
- M&T Money Sweep – earning $122/day ($3k/month) in revenue

XI. YWCP Foundation: *Lauri Bonnell, Interim Executive Director*

- Lauri Bonnell has been working limited part-time hours for YWCP Foundation while they work to get organized and in a place where they can hire a new full-time executive director
- Also working with Arden group consultants who have been helpful with grant writing
- Received several grants for college visits and dual enrollment for fees/books/other supplies
- Cornell Weinstein Family Foundation pledged $5k, RG&E just gave $2,500, Naomi Silver Charitable Fund gave $1k
- Summers Foundation for supporting tuition scholarships for some seniors to pay for college tuition – planning to look for more support in that area, to assist students in reducing loans
- Have a number of other grants submitted or to be submitted – Foundation is focusing efforts on fundraising now that LaQuanna handles college guidance
- Leadership Breakfast will be held in March to accommodate transition period due to new principal and hiring new executive director
- Sending out appeal letter to mailing list in place of the fall fundraiser

XII. Old Business: *All*

- Maria Cruz relocating to Buffalo – Sarah/Julia to look into remote participation
- October and March meetings will begin at 6 pm (previously 6:30 pm)

XIII. Adjournment of Meeting

- Motion to adjourn meeting: Julia Green
- Second: Sarah Tufano
- Abstentions: none
- All in favor

XIV. Next Meeting: Friday, November 3, 2023, 6:00 – 7:30 PM

YWCP Board of Trustees Meeting

Date:	Friday, December 1, 2023
Time:	8:00 – 9:30 AM
Location:	133 Hoover Drive

MINUTES

I. Call to Order: *Julia Green, Interim Chair*

II. Roll Call

- Erin Duffy-Kruss submitted resignation. The board thanks her for her service!

First Name	Last Name	
Erin	Duffy-Kruss	Resigned
Charles (Chuck)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X
Maria	Cruz	Excused
Sarah Laine	Tufano	Excused

	Participants	
Roberta	McGinnis	X
Ghislaine	Radegonde-Eison	X
Amy	Sullivan	X
Sherri	Webber	X

III. Approval of the October 2023 BoT Minutes

- Postponed due to lack of quorum

IV. Secretary Updates/Communications to the Board

- Redlined and clean version of Board Policy Manual added to Google Drive for voting
- Rochester Charter Board Convening @ Thu Dec 14, 2023 8:30am - 10:30am (virtual)
  i. Julia Green and Chuck Falcon attending

V. Public speakers: *None*

VI.* Executive Report: *Julia Green, Interim Chair

- No report

***VII.* Governance Committee**

- **VOTE:** Adoption of revised Board Policy Manual
  i. Postponed due to lack of quorum
  ii. Chuck made changes to the policy. Changes were made to align with updated credit card process (pages 36 & 47). Document provided by

attorneys. Changes may also be required to be aligned with employee handbook.

- **VOTE:** Ghislaine's appointment to Board
    i. **Motion:** Julia Green
    ii. **Second:** Belimar Velazquez
    iii. All in favor
- **VOTE:** Ghislaine's appointment to Board Chair
    i. **Motion:** Julia Green
    ii. **Second:** Chuck Falcon
    iii. All in favor
- **VOTE:** Julia Green's appointment to Board Vice Chair
    i. **Motion:** Belimar Velazquez
    ii. **Second:** Chuck Falcon
    iii. All in favor

VIII. **Principal Update:** ***Sheri Webber, Principal***

- Enrollment at 350. Opened spots for 7-10th grade. Tuesday is the Senior Blazer Ceremony at 11 AM. Board is
- June 23, 2024 graduation, 2 PM ceremony
- August 20, 2024 graduation @ YWCP – 16 seniors will not be ready for graduation in June
    i. Every student has a first period class to move closer to graduation
    ii. Leadership team met with the senior class and set expectations
    iii. Principal and counselor had individual meetings with the 16 students and communications have gone out to parents
    iv. Juniors that are behind are also being addressed
    v. Summer school is also being changed to make sure students can get credits. Staff will also spend time developing curriculum.
- School health fair conducted
- School activities: Fall spirit week, Homecoming Ball, Seniors went to REOC, field trips conducted – photography coming up next.
- Trying to partner with REOC to get students to attend earlier than their requirements.
- Ghislaine talked to admission officer who has tried to establish relationship with the school. Will now make the connection.
- Trying to get alums that have gone to college to talk to seniors and/or entire school

- Plans are being put in place to expose students to colleges early on
- Plans are also being put in place to get more dual enrollment programs. Two are currently in place through MCC. Syracuse University just accepted to partner in Forensics and Psychology. Ghislaine will connect Amy to Brockport to explore Media & Communications opportunity
- Professional development day in November. Fire department trained the faculty on how to address emergency situation.
- Finishing book study on December 1 for faculty.
- Parent-teacher activities conducted in November. Open house and specific families invited to attend 30-minute meeting. Another round will be done in March.
- Parent Square is up and running. Parents are appreciating the communication.

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

- Received 990 from auditors. Need to approve at January meeting after review by finance committee.
- Financials submitted to committee November 1.

X. **Finance Committee:** ***Chuck Falcon, Treasurer***

- Committee met November 30 to review forecast for the balance of the year. The forecast is $100K below forecast. Some expenses are higher such as transportation and security. East Irondequoit does not transport students to their home because Irondequoit dismisses students at 3:30 PM; YWCP dismisses students at 4:00 PM. Gates-Chili students also require transportation because the bus stop is over 6 miles away from their home. Transportation should be provided for students within 15 miles of the school.
- Income was lower due to lower student enrollment.
- For 2024-2025 budget, a challenge will be funding positions once the COVID grants expire in September 2024. Positions are absolutely required. Administration is looking at grants to continue funding positions.

XI. **YWCP Foundation:** ***Executive Director or Delegate***

- No report

XII. **Old Business:**

- No report

XIII. Other

- Board will support breakfast for staff (50 people) on December 8, 8:30 AM.

XIV. **Adjournment**

- ***Motion:*** Julia Green
- ***Second:*** Belimar Velazquez
- ***All in favor***

XV. **Next Meeting:** Friday, January 5, 2023, 8:00 – 9:30 AM

YWCP Board of Trustees Meeting

Date: Friday, January 5, 2024
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive

I. Call to Order: *Ghislaine Radegonde-Eison, Chair*

II. Roll Call

First Name	Last Name	
Ghislaine	Radegonde-Eison	X
Charles (Chuck)	Falcon	X
Julia	Green	X
Belimar	Velazquez	X
Maria	Cruz	X
Sarah Laine	Tufano	X

Participants		
Roberta	McGinnis	X
Laquanna	Sparkman	X
Sherri	Webber	X

III. Approval of the December 2023 BoT Minutes

- ***Motion***: Julia Green
- ***Second***: Belimar Velazquez
- ***All in favor***

IV. Secretary Updates/Communications to the Board

- Redlined and clean version of Board Policy Manual added to Google Drive for voting, after making some more changes
- Outside legal counsel has reviewed and proposed these edits
- Rochester Charter Board Convening @ Thu Dec 14, 2023 8:30am - 10:30am (virtual)
  i. Julia Green and Chuck Falcon attended and found it to be helpful and productive
  ii. One topic in particular focused on the State's proposed changes to Special Education funding, and the opportunity for Charter Schools to comment on the proposal – Board may wish to give comments and concerns
  iii. School of Choice carnival set for February 10th at the Science Museum (snow date is March 9th) – YWCP is planning to attend

iv. Discussed how to market schools to address primary concerns about enrollment and taking money from RCSD
v. Next meeting is March 14 @ 8:30-10:30 (also virtual) – proposed topic is financial management, so may be appropriate for Charles Falcon or Roberta McInnis to attend

V. **Public speakers:** ***None***

VI. **Executive Report:** ***Ghislaine Radegonde-Eison, Chair***

- Onboarding – Board would like to prepare some kind of onboarding process for new members
  - *i.* Assistance from the Carpino Group will be critical here to assist with member development, strengthening the board, recruiting new members, and onboarding new members
  - *ii.* Julia Green will follow up with Peter Carpino regarding Statement of Work and beginning engagement
- Executive Committee meetings– going to arrange a standard time for Executive Committee to meet monthly
- Recruitment
  - *i.* Laquanna Sparkman knows of potential candidates who may be interested
  - *ii.* Members can reach out to Jennifer Allen and Nixon Peabody to source additional candidates
  - *iii.* Carpino Group may be able to assist with recruitment as well
  - *iv.* Need to target potential board members with specific backgrounds to round-out the Board and assist with specific needs, such as finance, commercial real estate, and project management
  - *v.* Board must also represent the diversity of the school population

VII. **Governance Committee**

- **VOTE:** Adoption of revised Board Policy Manual
  - i. Postponed due to lack of quorum

VIII. **Principal Update:** ***Sheri Webber, Principal***

- Started a food pantry for students with food insecurity, and received donations from Wegmans, teachers, and other students
- YWCP Foundation is working on applying for grant money to support the food pantry
- Website has been updated and is compliant with NYSED rules

- Would like to explore new branding opportunities to re-vamp YWCP's logo
- Would also like to work on revising and updating the mission statement
- Recruitment is going well, with applications already being submitted for the 2024-25 school year
- Plans for advertising on 10 buses, 4 bus stops, and the bus transit center, as well as tabling in Greece Mall
- Enrollment is right on the cusp, with a few pending applications and a few new students joining
- Real estate – need to explore moving to a larger building, or taking over other half of building if Discovery Charter School is looking to move

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

- Desk audit is coming up, and will be completed and submitted by February 1, 2024

X. **Finance Committee:** ***Chuck Falcon, Treasurer***

- Updated financial report contained in January 5, 2024 meeting folder
- No surprises or any unusual activity, and no concerns

XI. **YWCP Foundation:** ***Executive Director or Delegate***

- No report

XII. **Old Business:**

- No report

XIII. Other

- Maria Cruz will need to temporarily attend Board meetings virtually while completing training for her new employment
- Maria Cruz may need to recuse herself from any discussions regarding applying for state funding for mental health, due to a potential conflict of interest with her new employment

XIV. **Adjournment**

- ***Motion:*** Belimar Velazquez
- ***Second:*** Julia Green
- ***All in favor***

XV. **Next Meeting:** Friday, February 2, 2024, 8:00 – 9:30 AM

YWCP Board of Trustees Meeting

Date:	Friday, February 2, 2024
Time:	8:00 – 9:30 AM
Location:	133 Hoover Drive

I. **Call to Order:** ***Ghislaine Radegonde-Eison, Chair***

II. **Roll Call**

First Name	Last Name	
Ghislaine	Radegonde-Eison	
Charles (Chuck)	Falcon	X X
Julia	Green	X
Belimar	Velazquez	X
Maria	Cruz	X
Sarah Laine	Tufano	X

Participants

Roberta	McGinnis	X
Lauri	Bonnell	X
Laquanna	Sparkman	X
Sheri	Webber	X

III. **Approval of the October 2023 BoT Minutes**

- ***Motion***: Julia Green
- ***Second***: Chuck Falcon
- ***All in favor***

IV. **Approval of the January 2024 BoT Minutes**

- ***Motion:*** Belimar Velazquez
- ***Second:*** Julia Green
- ***All in favor***

V. **Secretary Updates/Communications to the Board**

- Board members reviewed and edited the Board Policy Manual – need to revise to implement edits and update employee handbook section, fiscal policy, and investment policy
- Board members reviewed and made edits to Bylaws

- EDceptional invitation to New Orleans trip in April
    i. Ghislaine may attend – waiting for clarifications on cost/budget
    ii. Need to evaluate whether participating in this event is best use of time, in light of other SLN events to utilize
- IT Policy Manual
    i. Created as result of state audit last year
    ii. Still has areas to complete, including crisis communication plan and those responsible for communications with media, appropriate roles for security training policy, and phone numbers to call for disaster recovery plan
    iii. Should also get outside counsel's input on these policies before voting

VI. Public speakers: ***None***

VII. **Executive Report:** ***Ghislaine Radegonde-Eison, Chair***

- Student Leadership Network
    i. Board must evaluate offerings and ensure we are utilizing the programs and services
    ii. All Girl Conference is coming up soon
    iii. Need to review and approve SLN MOU and Proposal
- Carpino Group
    i. Connected with Peter Carpino about potentially utilizing services to strengthen governance structure
    ii. Peter previously completed governance audit and met with Sheri and Roberta
    iii. Ghislaine to have further meetings with Peter
    iv. Aiming to modify board meetings to focus on key action items, use consent agenda to vote on items that do not require board discussion, and provide written reports from principal/committees
    v. Work on drafting templates to use for committee reports
- Board Recruitment
    i. Goal is to bring in 15 candidates, with Governance Committee responsible for presenting a slate of candidates
    ii. Began working on board prospects, with goal to add more candidates added
    iii. Aiming to be purposeful in how we recruit board members from different backgrounds/experiences to round out board capabilities, including parent/tutor involvement in board

  iv. Also aim to keep an "evergreen" list of board candidates to draw upon in the future
  v. Group board members by classes based on end date
  vi. Develop expectation list for prospective board members, fact sheet about school, schedule of meetings, and other orientation/onboarding materials
  vii. Potentially re-working board meeting times to allow for parent involvement/observation
  viii. Potential for student trustee or formal role for senior student to act as a board liaison and represent student body before the board, to help board connect with student body and understand what is happening on the ground

- Education Success Foundation
  i. Landlord for building, is planning to sell building because shifting focus of mission
  ii. Two schools are interested in purchasing property
  iii. Landlord is looking for $8 million and substantial deposit
  iv. Need to confer with attorneys to understand implications for lease
  v. Need to evaluate real estate options for moving/purchasing another property, as well as looking for corporate sponsors and options for raising capital

VIII. **Governance Committee**

- No report

IX. **Principal Update:** ***Sheri Webber, Principal***

- Updated three goals from the last six months
- All juniors took ELA regents exam, which is normally held in June
  i. 69% passing outright
  ii. 5 months early
  iii. 20% higher than last two school years
  iv. 95% of second-time takers scored higher
  v. Several still failed, but scored better than previously
  vi. 10 seniors still need to pass exam, so added an eighth period class for them to have extra tutoring with English teacher and more targeted work before taking exam again in June
- Recruitment
  i. Advertisements through RTS, flyers, and tabling at Greece Mall
  ii. Good School Roc event at Science Museum

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

- **VOTE**: Approval of Form 990
    i. ***Motion***: Sarah Tufano
    ii. ***Second***: Belimar Velazquez
    iii. ***All in favor***

XI. **Finance Committee:** ***Chuck Falcon, Treasurer***

- No report

XII. **YWCP Foundation:** ***Executive Director or Delegate***

- No report

XIII. **Old Business:**

- No report

XIV. **Adjournment**

XV. **Next Meeting:** Thursday, March 7, 2024, 6:00 – 7:30 PM

YWCP Board of Trustees Meeting

Date:	Friday, March 7, 2024
Time:	8:00 – 9:30 AM
Location:	133 Hoover Drive

I. Call to Order: *Ghislaine Radegonde-Eison, Chair*

II. Roll Call

First Name	Last Name	
Ghislaine	Radegonde-Eison	X
Charles (Chuck)	Falcon	
Julia	Green	X
Belimar	Velazquez	X
Maria	Cruz	
Sarah Laine	Tufano	X

Participants		
Bridgette	Jones-Waters	X
Candice	Baldwin	X
Lauri	Bonnell	X
Roberta	McGinnis	X
Laquanna	Sparkman	X
Sheri	Webber	X

III. Approval of the February 2024 BoT Minutes

- ***Motion***: Belimar Velazquez
- ***Second***: Julia Green
- ***All in favor***

IV. Secretary Updates/Communications to the Board

- NYCSA Update on reduction in per-pupil payments – need to write letters, emails, and calling representatives to request $2.1 million in bullet aid (included in student newsletter sent to parents)
- Bylaws – Ghislaine and Belimar to review and edit
- Board Policy Manual – Sheri to review and edit
- IT Policies – updated and need email vote

V. Public speakers: *None*

VI. Executive Report: *Ghislaine Radegonde-Eison, Chair*

- Update on Sale of Building:
    - *i.* Building has not been listed on the market yet, as Education Success Foundation is waiting for one of the interested schools to make an offer
    - *ii.* Joe Martino of ESF willing to share specific information if requested
    - *iii.* Discovery and UPrep are the other interested schools
- Update on Financing Purchase of Building:
    - *i.* Contact at M&T provided terms, but unfavorable and unlikely to work out
    - *ii.* Reached out to Nixon Peabody with bonding questions
    - *iii.* Need to reach out to Lauri Bonnell about YWCP Foundation's assistance with a capital campaign to raise funds
- Update on Search for New Building:
    - *i.* Sheri spoke with realtor suggested by Erin Duffy Kruss, he is willing to assist in identifying potential properties
    - *ii.* YWCP could potentially lease UPrep's current building, but would need to find different gym space
    - *iii.* Could potentially purchase vacant elementary school building and renovate gym to provide regulation-size space
    - *iv.* Potential collaboration with SUNY Brockport's REOC programs down the road, if new building is located nearby
    - *v.* Need further information on common practices for charter schools to purchase a building
- Recruitment
    - *i.* Prospective board candidates Dr. Candice Baldwin and Bridgette Jones-Waters attended meeting

VII. **Governance Committee**

- Approval of Student Leadership Network MOU
    - i. Initially proposed for July 2023 – June 2024, but adjusted to accommodate entire team and allow for more time to utilize resources
    - ii. ***Motion***: Belimar Velazquez
    - iii. ***Second***: Ghislaine Radegonde-Eison
    - ***iv. All in favor***
- Met with Deb Hanmer about potential engage to provide governance consulting
    - ***i.*** Worked with Deb in the past on EOY survey, team leadership initiatives, and strategic planning sessions

ii. Very familiar with charter school space, and served on board of YWCP Foundation

VIII. **Principal Update:** ***Sheri Webber, Principal***

- 2024-2029 Strategic Plan:
    - *i.* Central goal is gaining next renewal of 5 years in 2027, to match last renewal of 5 years
    - *ii.* Evaluating goals formulated in August 2023 against data gathered in months since – feels we are on the right path (e.g., improved English exam results from January)
    - *iii.* Conducted SWOT analysis of student performance, recruitment, parent involvement
        1. Strength – students are dedicated to learning
        2. Weakness – students struggling with how to learn
    - *iv.* Looking into course offerings to ensure students are provided with the right resources
        1. Added course on applied literacy and additional English support class, which helped students prepare better for ELA exam
        2. Meeting with teachers to hear about additional electives that may be useful
        3. Noting student feedback on certain courses, such as disliking animal science but liking forensics/anatomy subjects
        4. Looking to assess learning in other ways besides exams, such as debates, presentations, and class discussions
    - *v.* Utilizing instructional coach more effectively
        1. Less focus on behavioral issues and greater focus on instructional coaching with teachers, giving feedback and planning/building their professional development framework
    - *vi.* Experiencing fewer disciplinary issues since January
    - *vii.* Exam results
        1. January showed 69% pass rate on ELA exam compared to last year (44%) among juniors
        2. Anticipating EOY results from Regents exams
    - *viii.* Plan also includes other goals under discussion, such as a new building and updates to website/branding

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

- Revamping YWCP Website:
    - *i.* Planning to bring in a web designer to revamp website and remove obsolete information
    - *ii.* Website has been updated to comply with all applicable laws, but complete redesign will require more time and resources
    - *iii.* Considering putting out an RFP, as well as contacting other charter schools for recommendations of web designers
    - *iv.* Have $24k in funding already allocated and approved for this purpose
- Re-branding YWCP logo, mission/vision
    - *i.* Board used to have a marketing committee, considering re-forming a committee
    - *ii.* Potential student competition for submissions to design new logo

X. **Finance Committee:** ***Chuck Falcon, Treasurer***

- No report

XI. **YWCP Foundation:** ***Executive Director or Delegate***

- No report

XII. **Old Business:**

- No report

XIII. **Adjournment**

- ***Motion:*** Belimar Velazquez
- ***Second:*** Sarah Tufano
- ***All in favor***

XIV. **Next Meeting:** Friday, April 12, 2024, 8:00 – 9:30 AM

YWCP Board of Trustees Meeting

Date: Friday, April 12, 2024
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive

I. **Call to Order:** ***Ghislaine Radegonde-Eison, Chair***

II. **Roll Call**

Name	Role	Attendance
Ghislaine Radegonde-Eison	Board Member, Chair	X
Charles Falcon	Board Member, Treasurer	X
Julia Green	Board Member, Vice Chair	X
Belimar Velazquez	Board Member	
Maria Cruz	Board Member	X
Sarah Tufano	Board Member, Secretary	
Paula Bryant Blue	Board Candidate	X
Roberta McGinnis	Board Participant	X
LaQuanna Sparkman	Board Participant	X
Sheri Webber	Board Participant	X

III. **Approval of the March 2024 BoT Minutes**

- ***Motion***: Julia Green
- ***Second***: Maria Cruz
- ***All in favor***

IV. **Secretary Updates/Communications to the Board**

V. **Public speakers:** ***LaQuanna Sparkman, Director of College Counseling***

- Partnership/employed by SLN to be director of college counseling.
- Modeled after TWYLS schools in NYC
- Mainstay of this network is college access
- LaQuanna's goal is to be visible and present in students' lives and understand students' plans for their own future. Wants to encourage and motivate students for college-readiness. See PPT; highlights below.
- LS's primary goals by 6/30/24:

i. Directors of College Counseling will have delivered at least 90% Primary Standard Components (19 of 21) for their school
ii. Students will have met at least 90% of milestone goals
iii. Improve by 2% their school's 2 year average percent or graduates accepted and planning to enroll in a 2 to 4 year college. Alternatively, at least 93% of grads will be accepted and planning to enroll in same.

- SLN Alumni Network is now keeping track of/staying in touch with alumnae
- This year SLN asked that all students apply to 12 colleges; LS tracks all student applications
- Did 7 college trips (grouping school visits in same locality to save cost of transportation)
- All BOT members are invited to come to Decision Day on 5/10; celebration and recognition of students with family present (two guests)
- Discussion of disaggregated data versus aggregated data and how more granular analysis is important to understanding full picture

VI. Executive Report: *Ghislaine Radegonde-Eison, Chair*

- Update on Sale of Building:
  i. Working on meeting with Tim Tompkins
  ii. Deb Hanmer will connect GRE with Academy of Health Sciences to better understand how they moved their building to help with planning our approach
  iii. Laura Rebell-Gross had some suggestions but GRE feels it is important to have a local conversation around this
  iv. SW and RM will be attending the Monroe County Lunch & Learn on 4/19 re Charter School financing
- Board Candidates
  i. Paula Blue introduction
    1. Provided brief biography: mother, wife, minister, doctoral student
    2. 5 years as administrator at Colgate Crozier Rochester Divinity School; previously at MCC
    3. Working in higher ed for 10 years
    4. Passion for institutional effectiveness—didn't know this until started at CRCDS

5. Connects to school's mission personally—being engaged in program that aims to build up young women and make sure they don't get lost in what is going on around them
6. Excited about the prospect of having a direct impact on large number of women

ii. Ann Marie Fallon, not in attendance

1. Coming from SJFU
2. Also passionate about school's mission and GRE believe she has had prior connection

VII. Governance Committee

- Deb Hanmer
  - i. She has some money left from Farash Foundation and has agreed to do our staff survey again this year. She is going to combine the existing survey and one of her survey instruments
  - ii. Recommend that survey be implemented during staff meeting
  - iii. Holistic survey discussing all different facets; DH to draft report with recommendations
  - iv. Proposed to have a retreat with staff and board to put together a strategic plan not only for governance but for relationship/communication between BOT members and school going forward
    1. Important to engage teachers so that they feel supported and enabled to perform
  - v. Dr. Gloria Morgan was candidate for board but she also has a consulting business and she thinks that working with her business might be highest and best use; she is also willing to be on a committee
    1. Example: she does a lot of PD and mentor coaching
  - vi. Next meeting wants BOT to evaluate all of the different options for consulting that we have in front of them
- Laura Rebell-Gross
  - i. Will be discussing potential services in addition to MOU
  - ii. Possibly bring her more on board to help with shaping board, set up system of accountability between school and board
- Survey Results:
  - i.

VIII. Principal Update: *Sheri Webber, Principal*

- **VOTE**: McKinney Vento Policy
    - *i.* Approved by Email Vote on 4/15/24
- **VOTE**: 2024-25 Academic Calendar
    - *i.* Julia moves to approve
    - *ii.* Maria seconds motion
    - *iii.* All in favor
- Ran lottery yesterday morning
    - *i.* By end of day already had 40 interested applicants
    - *ii.* Have waitlist in each grade year
    - *iii.* If every student comes back and every offer is accepted, we would have 405 enrolled next year
    - *iv.* This year have small 7th and 12th grade classes
    - *v.* Goal is as close to 70 as possible in each grade

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

- Revamping YWCP Website:
    - *i.* Not planning to revamp but mostly to update
    - *ii.* Assistance:
        - *1.* Belimar will be helping with updates to website
        - *2.* Want to explore possibility to hire someone to help with this
        - *3.* Maria will reach out to other charters to better understand their website tech/platform
    - *iii.* GRE wants Amy and Sheri and school perspective on what should be updated on website:
        - *1.* Have to define goal here: getting to compliance and tweaks to update versus overhaul with rebrand and redesign
        - *2.* With format of website there is a lot of technological logistics on the back end—in essence need to do updates in two "platforms" every time we make any update
    - iv. Need to determine who will be responsible for updating content going for – needs further discussion
        - 1. Perhaps a quarterly website review that allows folks with ownership over content area to submit updates to be effectuated

2. Ways to streamline so fewer updates needed (e.g. not names but titles)
3. Perhaps form a website committee because it is public-facing platform and recruitment tool

- **VOTE**: IT Policies
    i. Approved by Email Vote on 4/15/24

X. **Finance Committee:** ***Chuck Falcon, Treasurer***

- No report

XI. **YWCP Foundation:** ***Executive Director or Delegate***

- No report

XII. **Old Business:**

- No report

XIII. **Adjournment**

YWCP Board of Trustees Meeting

Date: Friday, May 3, 2024
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive

I. **Call to Order:** ***Ghislaine Radegonde-Eison, Chair***

II. **Roll Call**

Name	Role	Attendance
Ghislaine Radegonde-Eison	Board Member, Chair	X
Charles Falcon	Board Member, Treasurer	X
Julia Green	Board Member, Vice Chair	X
Belimar Velazquez	Board Member	X
Maria Cruz	Board Member	X
Sarah Tufano	Board Member, Secretary	X
Sheri Webber	Board Participant	X
Roberta McGinnis	Board Participant	X
LaQuanna Sparkman	Board Participant	X
Amy Sullivan	Board Participant	X
Paula Bryant Blue	Board Candidate	X
Bridgette Jones-Waters	Board Candidate	X
Ann Marie Fallon	Board Candidate	X

III. **Approval of the April 2024 BoT Minutes**

- ***Motion***: Julia Green
- ***Second***: Ghislaine Radegonde-Eison
- ***All in favor***

IV. **Secretary Updates/Communications to the Board**

- **VOTE:** Board Policy Manual
  - ***Motion*:** Sarah Tufano
  - ***Second*:** Ghislaine Radegonde-Eison
  - ***All in favor***
- **VOTE:** 2024-25 Board Calendar
  - ***Motion*:** Sarah Tufano
  - ***Second*:** Ghislaine Radegonde-Eison

- *All in favor*

V. Executive Report: *Ghislaine Radegonde-Eison, Chair*

- Legal Services Proposal from Nixon Peabody:
  - *i.* Need to determine current rates with Whiteman Osterman & Hanna to see how rates compare
  - *ii.* NP has not proposed an hourly rate, so need that information
  - *iii.* WOH has been good counsel, mainly utilized for labor & employment related matters,
  - *iv.* Need to evaluate needs for retaining outside counsel when so far outside counsel has only handled L&E matters
  - *v.* Ghislaine to follow up with NP about rates and possibility of pro bono work
- Website
  - *i.* Connected with Amy Sullivan's sister, who designs websites
  - *ii.* Need to work with her on figuring out content for new website
- YWCP Survey
  - *i.* Certain items from survey were immediately actionable, so planning to implement some changes right away and follow-up to monitory progress
  - *ii.* Deb Hanmer will administer another survery as well
  - *iii.* Goal is to achieve satisfaction from staff
- Building Update
  - *i.* Academy of Health Sciences Charter School
    1. Met with CEO – school moved recently and renovated a bowling alley into a new building
    2. Worked with charter school development organization that gave them direction, so looking into the type of contract they had and bringing more information to the board
    3. Financed purchase through bonding, which is an avenue to look into
  - *ii.* Met with Tim Tompkins and looking into another realtor focused on the type of building YWCP is looking for
  - *iii.* UPrep
    1. School is much larger, but there are possibilities for leasing their space
    2. Gaining more information, but would like to look closer at their building and understand the contractual aspects

3. UPrep owns its building, so it could rent or sell to YWCP
4. No gym/outside field space is one drawback

VI. Governance Committee

- Discussed proposed edits and amendments to Bylaws
  - **VOTE:** Amended Bylaws
  - ***Motion***: Sarah Tufano
  - ***Second***: Ghislaine Radegonde-Eison
  - ***All in favor***

NOW, therefore, the YWCP Board of Trustees, having made changes to its Bylaws, has voted to approve the amended Bylaws, pending approval by NYSED. The resolution approving the amended Bylaws is adopted upon NYSED's approval.

- Board Capacity Building Proposal from Deb Hanmer
  - *i.* Proposal contemplates similar work to Carpino Group, for building out board, educating school on board's role, and onboarding new members
  - *ii.* Includes proposal for a board retreat
  - *iii.* Proposal looks appropriate and similar to Deb's work in the past
  - *iv.* Looks efficient and effective
  - *v.* Includes extra support services
  - *vi.* **VOTE:**
    1. ***Motion***: Julia
    2. ***Second***: Belimar
    3. ***All in favor***

VII. Principal Update: ***Sheri Webber, Principal***

- Monroe County Lunch and Learn Presentation
  - *i.* Presentation featured people from Monroe County's Economic Development, DA Davidson, and Barry Carrigan from Nixon Peabody
  - *ii.* Part of presentation focused on Academy of Health Sciences' bonding and renovation of new school
  - *iii.* Provided overview of many options for financing, tax exemptions
  - *iv.* Setting up meeting to learn more
  - *v.* Going to be a lengthy process, but bonding sounds like the best option
  - *vi.* County is interested in promoting development, so would like to help
  - *vii.* Empty school buildings in city will likely be turned into apartment buildings, so not a good option for YWCP

- Building Update
    - *i.* UPrep is still evaluating different buildings
    - *ii.* Appraiser visited last week to appraise building
- SLN
    - *i.* SLN asked to shift dates of support proposal to start in August 2024, which is to YWCP's advantage
    - *ii.* October 2024 conference – will meet and tour other schools
- NYSED Visit
    - *i.* Visit from charter liaison – representative approved of progress being made
    - *ii.* Action plan updated April 2024
- Strategic Plan
    - *i.* Met with teachers and leadership team, got feedback
    - *ii.* Goal is to provide plan to teachers before summer break, but would like more feedback from board first
    - *iii.* Part involves re-vamping the logo and mission
        1. Have asked Premier Sports not to make any more merchandise with current logo
        2. Aim to have a new logo before back-to-school kickoff in August
        3. Premier Sports needs advanced notice to manufacture new merchandise, so need new logo designed well before August
        4. Options include using athletics logo
    - *iv.* Mission statement
        1. Must be consistent with charter, or amend charter as necessary
    - *v.* Website update
        1. $20k in funds available for increasing parent notification/engagement features with website, but cannot be used for re-branding
        2. Looking into potential work with agency for re-vamping that includes parent notification/engagement updates
- EOY Calendar Events
    - *i.* Graduation – June 23, 2024

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

- Proposed lease amendment
    - *i.* 3% increase in rent, which is similar to previous years
    - *ii.* **VOTE**: Approval of Lease Amendment

1. ***Motion***: Julia Green
2. ***Second***: Chuck Falcón
3. ***All in favor***

- 2024-25 preliminary budget:
    - *i.* Will finalize budget before next meeting, so this budget is presented for information-sharing
    - *ii.* Loss of $226 per pupil funding will affect budget
    - *iii.* Building budget off of 375 students, currently 350 enrolled with 53 seniors to replace
    - *iv.* On track to bring more students in by staying in contact with interested families and continuously going back to the waitlist
    - *v.* Enrollment events include tabling at Public Market, campaign with RTS, mailers, social media advertising
    - *vi.* Biggest challenge is changing the reputation/perception of the school
    - *vii.* Additional advertising to pursue – reaching out to radio stations, conducting a marketing survey to determine where parents spend their time to target
    - *viii.* With enrollment of 375, there is still a deficit of $517k – if enrollment continues at 350, may have to consider amending charter
    - *ix.* Operating expenses are at a minimum
    - *x.* Proposed 3% salary increases for teachers, and have several open positions, including ELA position and administrative support position
    - *xi.* Cutting music class for next year – but looking into grants to potentially support music/arts programs
    - *xii.* Certain COVID funding will expire in September, so will need to allocate additional costs into budget

IX. Finance Committee: *Chuck Falcon, Treasurer*

- Discussed risks for revenue related to enrollment
- Budget is already lean, with a loss, so not sustainable in the long run without cutting costs and re-evaluating/re-designing budget
- Preliminary budget in shared drive for review

X. YWCP Foundation: *Executive Director or Delegate*

- No report

XI. Old Business:

- No report

XII. Adjournment

- ***Motion***: Sarah Tufano
- ***Second***: Julia Green
- ***All in favor***

YWCP Board of Trustees Meeting

Date: Friday, June 6, 2024
Time: 8:00 – 9:30 AM
Location: 133 Hoover Drive

I. **Call to Order:** ***Ghislaine Radegonde-Eison, Chair***

II. **Roll Call**

Name	Role	Attendance
Ghislaine Radegonde-Eison	Board Member, Chair	X
Charles Falcon	Board Member, Treasurer	X
Julia Green	Board Member, Vice Chair	X
Belimar Velazquez	Board Member	X
Maria Cruz	Board Member	X
Sarah Tufano	Board Member, Secretary	X
Sheri Webber	Board Participant	X
Roberta McGinnis	Board Participant	X
Amy Sullivan	Board Participant	X
Candice Baldwin	Board Candidate	X
Ann Marie Fallon	Board Candidate	X

III. **Approval of the May 2024 BoT Minutes**

- ***Motion***: Ghislaine Radegonde-Eison
- ***Second***: Maria Cruz
- ***All in favor***

IV. **Secretary Updates/Communications to the Board**

- NYCSA Charter School Convening
  - Discussed loss of funding, the political considerations at work, and what can still be done
  - Will provide guidance for how to lobby effectively
- Website Re-Design
  - Belimar Velazquez spoke with Verdi Group about website re-design
  - Complete overhaul cannot be done by August, but can re-do logo

- Another option is have students involved in entire marketing project, including analytics of how to build a website (though would require extensive teacher training)
- Potential for workshop/collaboration with a college marketing class
- Also potential to work with Educational Networks to find a platform other than Wordpress
- First need to define goals for website, "needs" and "wants"
  - Needs: updated photos and content
  - Wants: Logo, application portal for staff
  - Board to review and provide input by June 20, 2024

V. Executive Report: ***Ghislaine Radegonde-Eison, Chair***

- Legal Services Proposal from Nixon Peabody:
  - *i.* Need to evaluate what we think we would use NP for
  - *ii.* Only considering a pay-as-you-go model, not monthly retainer
  - *iii.* Attractive proposal because of expertise in charter schools
  - *iv.* Need to have further clarifying conversations about what services specifically can be provided, but not urgent at this time
- Board Recruitment
  - *i.* Still looking to recruit board candidate with expertise in finance/accounting
  - *ii.* Chuck Falcon willing to extend temporarily to assist in finding replacement
  - *iii.* Still looking to recruit board candidate with expertise in K-12
- Highmark School Development
  - *i.* Met with VP, specialized in financing, designing, and building charter schools
  - *ii.* Worked closely with Academy of Health Sciences to purchase and renovate bowling alley into school
  - *iii.* Wants to meet with school leadership to understand needs and figure out costs/plan
  - *iv.* Also coordinated with DA Davidson
  - *v.* School #25 up for sale, bids due soon
- Survey
  - *i.* Coordinated an annual survey through Breakthrough Leadership
  - *ii.* 41 staff took survey
  - *iii.* Overall significant improvements in teaching/learning and trust in leadership

iv. Need to continuing focusing on how to address student behavior and provide classroom support

v. Next step is to create an action plan to address these issues

1. Some things in the works already because aware of some issues raised
2. Ideas for addressing behavioral and coaching concerns
3. Will share results of survey first with Board, and then with school once action plan is finalized

VI. Governance Committee

- Board Retreat
  - i. Will send survey to evaluate availability for a board retreat in late summer or fall
  - ii. Preference for Deb Hanmer is summer
- NY Rise Governance Session
  - i. Learned more information about collecting data and preparing "data dashboards" as quick reference guides to evaluate performance
- **VOTE**: Final Resolution, Candice Baldwin – NYSED Approval

NOW, therefore, the YWCP Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, has voted to select Candice Baldwin as members to its Board of Trustees, with a term expiring on 3 years from the date of NYSED approval, pending approval by NYSED. The resolution approving Candice Baldwin is adopted upon NYSED's approval.

i. ***Motion***: Ghislaine Radegonde-Eison

ii. ***Second***: Sarah Tufano

iii. ***All in favor***

VII. Principal Update: ***Sheri Webber, Principal***

- Enrollment
  - i. Optimistically projected for 400 based on data in application system, but built budget on 375
  - ii. Can hold up to 410, and goal is to get as close to 410 as possible
  - iii. Pushing enrollment team to follow up with parents to finish applications

iv. Only grade level not seeing any changes is for class of 2025, which is not unexpected as few students switch schools for senior year (total class size is 67)

v. A lot more enrollment may happen over the summer, so continuing to push enrollment/advertising through symmer

vi. Enrollment this year was at the 345-350 (85%) mark, not sustainable in the long run

vii. Maria Cruz connected Sheri and principal of Innova to radio station for recording a full-hour show over the summer on girls' education and the schools, to boost profile

- Parent & Family Engagement Policy
    - *i.* Updated based on information from a state desk review
    - *ii.* **VOTE**:
        1. ***Motion***: Sarah Tufano
        2. ***Second***: Ghislaine Radegonde-Eison
        3. ***All in favor***

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

- Revised the preliminary budget into the final budget – based on assumed enrollment of 375
- A few changes to final tuition rates
- Obligation for CBI partnership increased from $19k to $25k
- Adjusted because behavior specialist left, but reallocating duties among other staff, so not filling that position
- Decreased deficit by $50k, but deficit is still $467k
- **VOTE:** Final Budget
    - *i.* ***Motion***: Chuck Falcon
    - *ii.* ***Second***: Ghislaine Radegonde-Eison
    - *iii.* ***All in favor***

IX. Finance Committee: *Chuck Falcon, Treasurer*

- Investment account is up $7k
- Recommend we withdraw any excess above $500k and take it as income
- Chuck will review investment policy and send email about vote if needed

X. YWCP Foundation: *Executive Director or Delegate*

- No report

XI. Old Business:

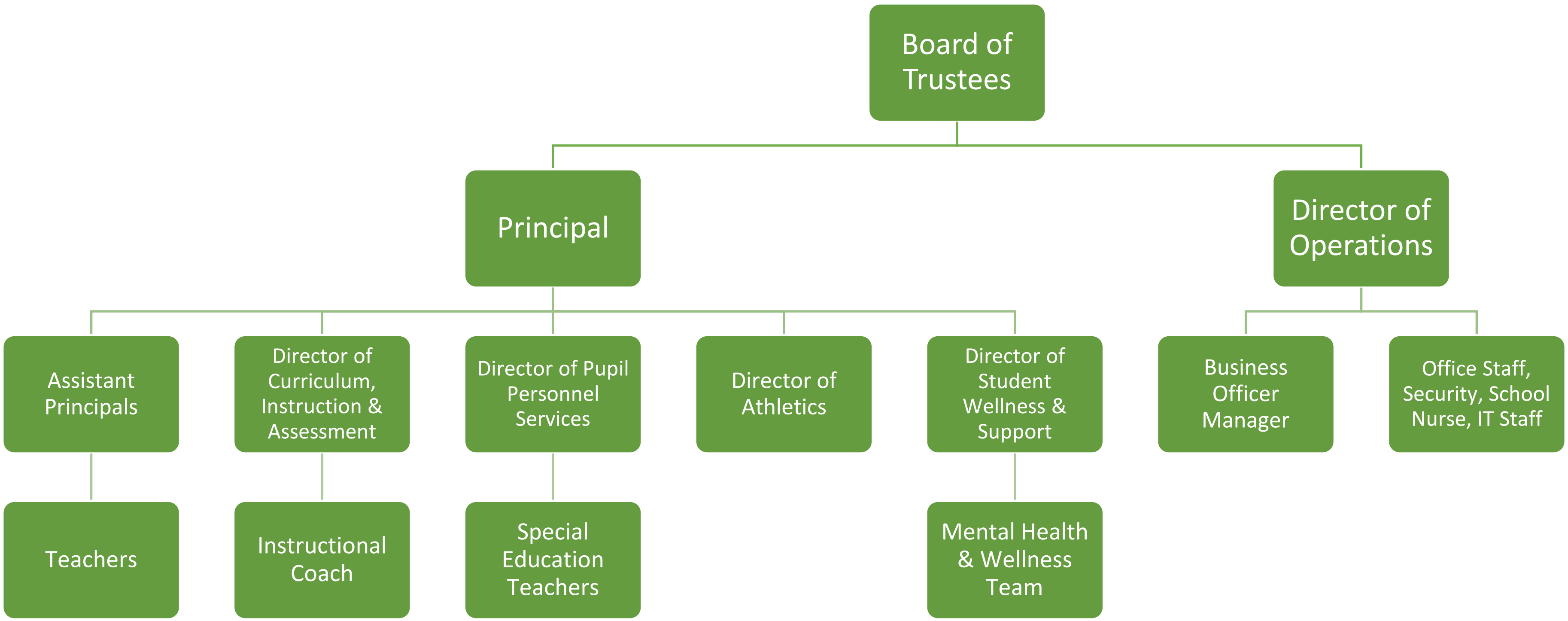
- No report

XII. Adjournment

- ***Motion***: Sarah Tufano
- ***Second***: Ghislaine Radegonde-Eison
- ***All in favor***

XIII. Next Meeting – Friday, July 12, 2024 @ 8:00 am

Young Women's College Prep Charter School
Organization Structure
2023-2024



Young Women's College Prep Charter School of Rochester
12 Month Calendar 2024-2025
(184 Instructional Days, 1196 Instructional hours)

July

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		

August

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September (20 days, 130 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				

October (22 days, 143 instructional hours)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November (17 days, 111 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

December (15 days, 98 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			

January (18 days, 139 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

February (15 days, 98 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

March (21 days, 139 instructional hours)

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April (17 days, 111 instructional hours)

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May (21 days, 137 instructional hours)

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June (18 days, 117 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

Staff Report - August 19

Early Dismissal Days

Holiday/Recess (No Students or Staff)

Superintendent's Conference Day (No School for Students)

Regents and School-level Exams

September 5, 2024 All Grade Levels Report

Last Day for Faculty

Remote Day

YOUNG WOMEN’S COLLEGE PREP CHARTER SCHOOL OF ROCHESTER

Financial Statements as of
June 30, 2024
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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JUNE 30, 2024

Bonadio & Co., LLP
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

October 25, 2024

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, 2024, 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, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

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

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

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(Continued)

INDEPENDENT AUDITOR'S REPORT
(Continued)

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information
We have previously audited the School's 2023 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 26, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023, is consistent, in all material respects, with the audited financial statements from which it has been derived.

(Continued)

INDEPENDENT AUDITOR'S REPORT
(Continued)

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 25, 2024 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, 2024
(With Summarized Comparative Totals for 2023)

	2024	2023
ASSETS		
CURRENT ASSETS:		
Cash	$ 1,410,823	$ 1,445,337
Accounts receivable	38,293	118,664
Grants receivable	434,803	488,606
Prepaid expenses and other assets	151,221	144,569
Total current assets	2,035,140	2,197,176
INVESTMENTS	507,989	483,152
DESIGNATED CASH	100,000	100,000
PROPERTY AND EQUIPMENT, net	127,360	262,574
RIGHT-OF-USE ASSET - FINANCE LEASES	1,699,820	2,264,819
RIGHT-OF-USE ASSET - OPERATING LEASES	1,685	2,240
	$ 4,471,994	$ 5,309,961
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	$ 57,052	$ 52,416
Due to school districts	36,730	12,545
Accrued expenses	485,256	448,134
Deferred revenue	10,643	6,416
Current portion of operating lease liabilities	575	555
Current portion of finance lease liabilities	563,325	530,096
Total current liabilities	1,153,581	1,050,162
OPERATING LEASE LIABILITIES, net of current portion	1,109	1,685
FINANCE LEASE LIABILITIES, net of current portion	1,237,614	1,800,939
Total liabilities	2,392,304	2,852,786
NET ASSETS WITHOUT DONOR RESTRICTIONS	2,079,690	2,457,175
	$ 4,471,994	$ 5,309,961

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, 2024
(With Summarized Comparative Totals for 2023)

	2024	2023
REVENUE AND SUPPORT:		
Public school districts	$ 5,129,684	$ 5,291,755
Federal and state grants	1,252,729	1,049,154
Interest income	38,135	-
Other	14,468	19,323
Total revenue and support	6,435,016	6,360,232
EXPENSES:		
Program -		
Regular education	6,133,240	5,535,881
Special education	257,173	143,135
Total program expenses	6,390,413	5,679,016
Management and general	446,925	481,392
Total expenses	6,837,338	6,160,408
CHANGE IN NET ASSETS FROM OPERATIONS	(402,322)	199,824
INVESTMENT INCOME, NET	24,837	8,033
CHANGE IN NET ASSETS	(377,485)	207,857
NET ASSETS - beginning of year	2,457,175	2,249,318
NET ASSETS - end of year	$ 2,079,690	$ 2,457,175

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, 2024
(With Summarized Comparative Totals for 2023)

	Program Services				Supporting Services			Total	
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	2024	2023
Personnel services costs:									
Administrative staff personnel	$ 718,591	$ -	$ -	$ 718,591	$ 251,789	$ -	$ 251,789	$ 970,380	$ 904,119
Instructional personnel	1,886,473	195,829	-	2,082,302	-	-	-	2,082,302	1,881,366
Non-instructional personnel	397,017	-	-	397,017	-	-	-	397,017	367,127
Total personnel services costs	3,002,081	195,829	-	3,197,910	251,789	-	251,789	3,449,699	3,152,612
Fringe benefits and payroll taxes	626,110	40,868	-	666,978	52,524	-	52,524	719,502	679,648
Retirement	251,951	18,977	-	270,928	11,216	-	11,216	282,144	254,141
Accounting/audit services	-	-	-	-	22,480	-	22,480	22,480	18,820
Other purchased/professional/consulting services	450,294	-	-	450,294	19,467	-	19,467	469,761	364,753
Repairs and maintenance	-	-	-	-	-	-	-	-	42
Insurance	52,168	1,499	-	53,667	22,106	-	22,106	75,773	58,058
Utilities	103,434	-	-	103,434	1,935	-	1,935	105,369	105,139
Supplies/materials	81,042	-	-	81,042	-	-	-	81,042	51,109
Equipment/furnishings	5,429	-	-	5,429	-	-	-	5,429	3,113
Staff development	12,731	-	-	12,731	-	-	-	12,731	32,485
Marketing/recruitment	29,298	-	-	29,298	-	-	-	29,298	51,740
Technology	16,720	-	-	16,720	-	-	-	16,720	16,653
Food service	288,176	-	-	288,176	-	-	-	288,176	266,640
Student services	348,873	-	-	348,873	-	-	-	348,873	217,999
Office expense	50,269	-	-	50,269	-	-	-	50,269	41,419
Depreciation and amortization	716,622	-	-	716,622	-	-	-	716,622	726,719
Other	98,042	-	-	98,042	65,408	-	65,408	163,450	119,318
	$ 6,133,240	$ 257,173	$ -	$ 6,390,413	$ 446,925	$ -	$ 446,925	$ 6,837,338	$ 6,160,408

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, 2024
(With Summarized Comparative Totals for 2023)

	2024	2023
CASH FLOW FROM OPERATING ACTIVITIES:		
Revenue from school districts	$ 5,214,282	$ 5,240,213
Grant revenue	1,310,306	1,559,429
Interest income	38,135	-
Miscellaneous sources	10,694	19,323
Payments to vendors for goods and services rendered	(2,843,766)	(2,352,485)
Payments to charter school personnel for services rendered	(3,217,659)	(3,166,964)
Net cash flow from operating activities	511,992	1,299,516
CASH FLOW FROM INVESTING ACTIVITIES:		
Purchases of property and equipment	(16,410)	(38,441)
Net cash flow from investing activities	(16,410)	(38,441)
CASH FLOW FROM FINANCING ACTIVITIES:		
Repayment of finance lease liabilities	(530,096)	(493,961)
Net cash flow from financing activities	(530,096)	(493,961)
CHANGE IN CASH AND DESIGNATED CASH	(34,514)	767,114
CASH AND DESIGNATED CASH - beginning of year	1,545,337	778,223
CASH AND DESIGNATED CASH - end of year	$ 1,510,823	$ 1,545,337
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:		
Change in net assets	$ (377,485)	$ 207,857
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation and amortization	716,622	726,719
Gain on investments, net	(24,837)	(8,033)
Changes in:		
Accounts receivable	80,371	(52,647)
Due to school districts	24,185	8,243
Grants receivable	53,803	510,275
Prepaid expenses and other assets	(6,652)	(6,557)
Accounts payable	4,636	(3,667)
Accrued expenses	37,122	(83,779)
Deferred revenue	4,227	1,105
Net cash flow from operating activities	$ 511,992	$ 1,299,516

The accompanying notes are an integral part of these statements.

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 Principle

In June 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 326, *Financial Instruments – Credit Losses,* which requires certain financial assets to be measured at amortized cost, net of an allowance for estimated credit losses (CECL), such that the net receivable represents the present value of expected cash collection. The new standard also requires that certain financial assets be measured at amortized cost reflecting an allowance for estimated credit losses that are expected to occur over the life of the assets. This estimate must be based on all relevant information, such as historical information, current conditions, and reasonable and supportable forecasts that could impact the collectability of the amounts. The School adopted the standard effective July 1, 2023 using the modified retrospective approach. Results for reporting periods beginning after July 1, 2023 are presented under CECL, while prior period amounts continue to be reported and disclosed in accordance with previously applicable accounting standards. Adoption of the standard did not have a significant impact on the School's financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Financial Reporting
Net assets without donor restrictions are net assets that are not subject to donor-imposed stipulations. At June 30, 2024 and 2023, 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, 2024 and 2023 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.

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 credit loss. The School had accounts receivable of $38,293, $118,664, and $66,017 at June 30, 2024, 2023, and 2022, respectively.

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 had deferred revenue of $10,643, $6,416, and $5,311 at June 30, 2024, 2023, and 2022, respectively.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Grant Revenue and Receivable (Continued)
The School records an allowance for credit loss based on a consideration of historical, current, and expected future conditions and a review of specific amounts outstanding. Accounts are written off against the allowance when uncollectibility becomes known. At June 30, 2024 and 2023, it was determined that an allowance for credit loss was not necessary. The School had grants receivable of $434,803, $488,606, and $998,881 at June 30, 2024, 2023, and 2022, respectively.

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.

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 2024 or 2023.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 and 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.

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

Comparative Information
The financial statements include certain prior year summarized comparative information in total, but not by functional expense classification. Such information does not include sufficient detail to constitute a presentation in accordance with GAAP. Accordingly, such information should be read in conjunction with the School's financial statements as of and for the year ended June 30, 2023, 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. 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 date as follows:

	2024	2023
Cash	$ 1,410,823	$ 1,445,337
Accounts receivable	38,293	118,664
Grants receivable	434,803	488,606
Investments	507,989	483,152
	$ 2,391,908	$ 2,535,759

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.

4. CASH AND DESIGNATED CASH

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

	2024	2023
Cash	$ 1,410,823	$ 1,445,337
Designated cash	100,000	100,000
	$ 1,510,823	$ 1,545,337

5. CONCENTRATIONS

The School's primary source of funding is obtained from the NYSED and is reported as public school district revenue in the accompanying statements of activities and change in net assets. This funding is received on a per pupil basis and was approximately 80% and 83% of the School's total revenue and support during the years ended June 30, 2024 and 2023, respectively.

6. INVESTMENTS

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

	2024	2023
Cash and equivalents	$ 8,949	$ 11,169
Mutual funds	226,169	215,767
Exchange traded funds	272,871	256,216
	$ 507,989	$ 483,152

7. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	2024	2023
Equipment	$ 809,156	$ 792,746
Property and leasehold improvements	289,554	289,554
	1,098,710	1,082,300
Less: Accumulated depreciation	(971,350)	(819,726)
	$ 127,360	$ 262,574

Depreciation expense was $151,624 and $166,542 for the years ended June 30, 2024 and 2023, respectively.

8. LEASES

The School leases its 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:

Finance lease cost:	2024	2023
Amortization of ROU assets	$ 564,999	$ 560,177
Interest on lease liabilities	58,997	72,930
Operating lease cost	624	104
Variable lease cost	101,789	95,384
	$ 726,409	$ 728,595

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

	2024	2023
Cash paid for amounts included in the measurement of lease liabilities:		
Operating cash flows from finance leases	$ 60,250	$ 67,430
Financing cash flows from finance leases	$ 528,843	$ 499,461
Operating cash flows from operating leases	$ 624	$ 52
ROU assets obtained in exchange for lease obligations:		
Finance leases	$ -	$ 2,824,996
Operating leases	$ -	$ 2,330

Other information related to leases as of June 30:

	2024	2023
Weighted-average remaining lease term:		
Finance leases	3.01 years	4.01 years
Operating leases	2.83 years	3.83 years
Weighted-average discount rate:		
Finance leases	2.89%	2.89%
Operating leases	3.56%	3.56%

8. LEASES (Continued)

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

	Finance Leases	Operating Leases
2026	$ 606,528	$ 624
2027	624,487	624
2028	642,984	520
2029	5,274	-
	1,879,273	1,768
Less: Present value discount	(78,334)	(84)
Total present value of lease liabilities	1,800,939	1,684
Less: current portion	(563,325)	(575)
	$ 1,237,614	$ 1,109

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, 2024 and 2023, the School received ESSER funds totaling approximately $689,780 and $444,516, 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, 2024 and 2023.

New York State Teachers' Retirement System

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

10. RETIREMENT PLANS (Continued)

New York State Teachers' Retirement System (Continued)
TRS requires employee contributions of 3% of their annual salary for the first 10 years of service for those employees who joined the plan between July 1976 and December 2009. Participants hired between January 1, 2010 and March 31, 2012 are required to contribution 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, 2024 and 2023 was 9.76% and 10.29%, respectively, of the annual covered payroll. The School's required contribution was $280,142 and $254,141 for the years ended June 30, 2024 and 2023, respectively.

11. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 25, 2024, which is the date the financial statements were available to be issued.

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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 25, 2024

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, 2024, 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 25, 2024.

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

Bonadio & Co., LLP
Certified Public Accountants

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

October 25, 2024

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, 2024. 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, 2024.

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)

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.

(Continued)

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

Report on Internal Control over Compliance (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, 2024

Federal Grantor/Program Title	Assistance Listing Number	Contract/ Grant Number	Expenditures of Federal Awards
U.S. Department of Agriculture:			
Passed through from the New York State Department of Health -			
National School Lunch Program	10.555	N/A	$ 262,740
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	13,345
COVID-19 - Elementary and Secondary School Emergency Relief (ARP ESSER) Fund	84.425U	5880-21-4910	676,435
Total Education Stabilization Fund			689,780
Title I Grants to Local Education Agencies (LEA)	84.010A	0021-22-4910	250,481
Supporting Effective Instruction State Grant Title II	84.367A	0147-22-4910	24,222
Student Support and Academic Enrichment Grant Title IV	84.424A	0204-22-4910	19,947
Special Education - Grants to States (IDEA Funding)	84.027	N/A	57,154
Total U.S. Department of Education			1,041,584
			$ 1,304,324

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, 2024

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, 2024. 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, 2024

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, 2024
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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Bonadio & Co., LLP
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

October 25, 2024

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, 2024, 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, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

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

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

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(Continued)

INDEPENDENT AUDITOR'S REPORT
(Continued)

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information
We have previously audited the School's 2023 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 26, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023, is consistent, in all material respects, with the audited financial statements from which it has been derived.

(Continued)

INDEPENDENT AUDITOR'S REPORT
(Continued)

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 25, 2024 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, 2024
(With Summarized Comparative Totals for 2023)

	2024	2023
ASSETS		
CURRENT ASSETS:		
Cash	$ 1,410,823	$ 1,445,337
Accounts receivable	38,293	118,664
Grants receivable	434,803	488,606
Prepaid expenses and other assets	151,221	144,569
Total current assets	2,035,140	2,197,176
INVESTMENTS	507,989	483,152
DESIGNATED CASH	100,000	100,000
PROPERTY AND EQUIPMENT, net	127,360	262,574
RIGHT-OF-USE ASSET - FINANCE LEASES	1,699,820	2,264,819
RIGHT-OF-USE ASSET - OPERATING LEASES	1,685	2,240
	$ 4,471,994	$ 5,309,961
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	$ 57,052	$ 52,416
Due to school districts	36,730	12,545
Accrued expenses	485,256	448,134
Deferred revenue	10,643	6,416
Current portion of operating lease liabilities	575	555
Current portion of finance lease liabilities	563,325	530,096
Total current liabilities	1,153,581	1,050,162
OPERATING LEASE LIABILITIES, net of current portion	1,109	1,685
FINANCE LEASE LIABILITIES, net of current portion	1,237,614	1,800,939
Total liabilities	2,392,304	2,852,786
NET ASSETS WITHOUT DONOR RESTRICTIONS	2,079,690	2,457,175
	$ 4,471,994	$ 5,309,961

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, 2024
(With Summarized Comparative Totals for 2023)

	2024	2023
REVENUE AND SUPPORT:		
Public school districts	$ 5,129,684	$ 5,291,755
Federal and state grants	1,252,729	1,049,154
Interest income	38,135	-
Other	14,468	19,323
Total revenue and support	6,435,016	6,360,232
EXPENSES:		
Program -		
Regular education	6,133,240	5,535,881
Special education	257,173	143,135
Total program expenses	6,390,413	5,679,016
Management and general	446,925	481,392
Total expenses	6,837,338	6,160,408
CHANGE IN NET ASSETS FROM OPERATIONS	(402,322)	199,824
INVESTMENT INCOME, NET	24,837	8,033
CHANGE IN NET ASSETS	(377,485)	207,857
NET ASSETS - beginning of year	2,457,175	2,249,318
NET ASSETS - end of year	$ 2,079,690	$ 2,457,175

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, 2024
(With Summarized Comparative Totals for 2023)

	Program Services				Supporting Services			Total	
	Regular Education	Special Education	Other	Total	Management and General	Fundraising	Total	2024	2023
Personnel services costs:									
Administrative staff personnel	$ 718,591	$ -	$ -	$ 718,591	$ 251,789	$ -	$ 251,789	$ 970,380	$ 904,119
Instructional personnel	1,886,473	195,829	-	2,082,302	-	-	-	2,082,302	1,881,366
Non-instructional personnel	397,017	-	-	397,017	-	-	-	397,017	367,127
Total personnel services costs	3,002,081	195,829	-	3,197,910	251,789	-	251,789	3,449,699	3,152,612
Fringe benefits and payroll taxes	626,110	40,868	-	666,978	52,524	-	52,524	719,502	679,648
Retirement	251,951	18,977	-	270,928	11,216	-	11,216	282,144	254,141
Accounting/audit services	-	-	-	-	22,480	-	22,480	22,480	18,820
Other purchased/professional/consulting services	450,294	-	-	450,294	19,467	-	19,467	469,761	364,753
Repairs and maintenance	-	-	-	-	-	-	-	-	42
Insurance	52,168	1,499	-	53,667	22,106	-	22,106	75,773	58,058
Utilities	103,434	-	-	103,434	1,935	-	1,935	105,369	105,139
Supplies/materials	81,042	-	-	81,042	-	-	-	81,042	51,109
Equipment/furnishings	5,429	-	-	5,429	-	-	-	5,429	3,113
Staff development	12,731	-	-	12,731	-	-	-	12,731	32,485
Marketing/recruitment	29,298	-	-	29,298	-	-	-	29,298	51,740
Technology	16,720	-	-	16,720	-	-	-	16,720	16,653
Food service	288,176	-	-	288,176	-	-	-	288,176	266,640
Student services	348,873	-	-	348,873	-	-	-	348,873	217,999
Office expense	50,269	-	-	50,269	-	-	-	50,269	41,419
Depreciation and amortization	716,622	-	-	716,622	-	-	-	716,622	726,719
Other	98,042	-	-	98,042	65,408	-	65,408	163,450	119,318
	$ 6,133,240	$ 257,173	$ -	$ 6,390,413	$ 446,925	$ -	$ 446,925	$ 6,837,338	$ 6,160,408

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, 2024
(With Summarized Comparative Totals for 2023)

	2024	2023
CASH FLOW FROM OPERATING ACTIVITIES:		
Revenue from school districts	$ 5,214,282	$ 5,240,213
Grant revenue	1,310,306	1,559,429
Interest income	38,135	-
Miscellaneous sources	10,694	19,323
Payments to vendors for goods and services rendered	(2,843,766)	(2,352,485)
Payments to charter school personnel for services rendered	(3,217,659)	(3,166,964)
Net cash flow from operating activities	511,992	1,299,516
CASH FLOW FROM INVESTING ACTIVITIES:		
Purchases of property and equipment	(16,410)	(38,441)
Net cash flow from investing activities	(16,410)	(38,441)
CASH FLOW FROM FINANCING ACTIVITIES:		
Repayment of finance lease liabilities	(530,096)	(493,961)
Net cash flow from financing activities	(530,096)	(493,961)
CHANGE IN CASH AND DESIGNATED CASH	(34,514)	767,114
CASH AND DESIGNATED CASH - beginning of year	1,545,337	778,223
CASH AND DESIGNATED CASH - end of year	$ 1,510,823	$ 1,545,337
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FLOW FROM OPERATING ACTIVITIES:		
Change in net assets	$ (377,485)	$ 207,857
Adjustments to reconcile change in net assets to net cash flow from operating activities:		
Depreciation and amortization	716,622	726,719
Gain on investments, net	(24,837)	(8,033)
Changes in:		
Accounts receivable	80,371	(52,647)
Due to school districts	24,185	8,243
Grants receivable	53,803	510,275
Prepaid expenses and other assets	(6,652)	(6,557)
Accounts payable	4,636	(3,667)
Accrued expenses	37,122	(83,779)
Deferred revenue	4,227	1,105
Net cash flow from operating activities	$ 511,992	$ 1,299,516

The accompanying notes are an integral part of these statements.

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 Principle

In June 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 326, *Financial Instruments – Credit Losses,* which requires certain financial assets to be measured at amortized cost, net of an allowance for estimated credit losses (CECL), such that the net receivable represents the present value of expected cash collection. The new standard also requires that certain financial assets be measured at amortized cost reflecting an allowance for estimated credit losses that are expected to occur over the life of the assets. This estimate must be based on all relevant information, such as historical information, current conditions, and reasonable and supportable forecasts that could impact the collectability of the amounts. The School adopted the standard effective July 1, 2023 using the modified retrospective approach. Results for reporting periods beginning after July 1, 2023 are presented under CECL, while prior period amounts continue to be reported and disclosed in accordance with previously applicable accounting standards. Adoption of the standard did not have a significant impact on the School's financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Financial Reporting
Net assets without donor restrictions are net assets that are not subject to donor-imposed stipulations. At June 30, 2024 and 2023, 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, 2024 and 2023 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.

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 credit loss. The School had accounts receivable of $38,293, $118,664, and $66,017 at June 30, 2024, 2023, and 2022, respectively.

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 had deferred revenue of $10,643, $6,416, and $5,311 at June 30, 2024, 2023, and 2022, respectively.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Grant Revenue and Receivable (Continued)
The School records an allowance for credit loss based on a consideration of historical, current, and expected future conditions and a review of specific amounts outstanding. Accounts are written off against the allowance when uncollectibility becomes known. At June 30, 2024 and 2023, it was determined that an allowance for credit loss was not necessary. The School had grants receivable of $434,803, $488,606, and $998,881 at June 30, 2024, 2023, and 2022, respectively.

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.

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 2024 or 2023.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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 and 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.

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

Comparative Information
The financial statements include certain prior year summarized comparative information in total, but not by functional expense classification. Such information does not include sufficient detail to constitute a presentation in accordance with GAAP. Accordingly, such information should be read in conjunction with the School's financial statements as of and for the year ended June 30, 2023, 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. 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 date as follows:

	2024	2023
Cash	$ 1,410,823	$ 1,445,337
Accounts receivable	38,293	118,664
Grants receivable	434,803	488,606
Investments	507,989	483,152
	$ 2,391,908	$ 2,535,759

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.

4. CASH AND DESIGNATED CASH

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

	2024	2023
Cash	$ 1,410,823	$ 1,445,337
Designated cash	100,000	100,000
	$ 1,510,823	$ 1,545,337

5. CONCENTRATIONS

The School's primary source of funding is obtained from the NYSED and is reported as public school district revenue in the accompanying statements of activities and change in net assets. This funding is received on a per pupil basis and was approximately 80% and 83% of the School's total revenue and support during the years ended June 30, 2024 and 2023, respectively.

6. INVESTMENTS

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

	2024	2023
Cash and equivalents	$ 8,949	$ 11,169
Mutual funds	226,169	215,767
Exchange traded funds	272,871	256,216
	$ 507,989	$ 483,152

7. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	2024	2023
Equipment	$ 809,156	$ 792,746
Property and leasehold improvements	289,554	289,554
	1,098,710	1,082,300
Less: Accumulated depreciation	(971,350)	(819,726)
	$ 127,360	$ 262,574

Depreciation expense was $151,624 and $166,542 for the years ended June 30, 2024 and 2023, respectively.

8. LEASES

The School leases its 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:

Finance lease cost:	2024	2023
Amortization of ROU assets	$ 564,999	$ 560,177
Interest on lease liabilities	58,997	72,930
Operating lease cost	624	104
Variable lease cost	101,789	95,384
	$ 726,409	$ 728,595

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

	2024	2023
Cash paid for amounts included in the measurement of lease liabilities:		
Operating cash flows from finance leases	$ 60,250	$ 67,430
Financing cash flows from finance leases	$ 528,843	$ 499,461
Operating cash flows from operating leases	$ 624	$ 52
ROU assets obtained in exchange for lease obligations:		
Finance leases	$ -	$ 2,824,996
Operating leases	$ -	$ 2,330

Other information related to leases as of June 30:

	2024	2023
Weighted-average remaining lease term:		
Finance leases	3.01 years	4.01 years
Operating leases	2.83 years	3.83 years
Weighted-average discount rate:		
Finance leases	2.89%	2.89%
Operating leases	3.56%	3.56%

8. LEASES (Continued)

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

	Finance Leases	Operating Leases
2026	$ 606,528	$ 624
2027	624,487	624
2028	642,984	520
2029	5,274	-
	1,879,273	1,768
Less: Present value discount	(78,334)	(84)
Total present value of lease liabilities	1,800,939	1,684
Less: current portion	(563,325)	(575)
	$ 1,237,614	$ 1,109

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, 2024 and 2023, the School received ESSER funds totaling approximately $689,780 and $444,516, 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, 2024 and 2023.

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

10. RETIREMENT PLANS (Continued)

New York State Teachers' Retirement System (Continued)
TRS requires employee contributions of 3% of their annual salary for the first 10 years of service for those employees who joined the plan between July 1976 and December 2009. Participants hired between January 1, 2010 and March 31, 2012 are required to contribution 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, 2024 and 2023 was 9.76% and 10.29%, respectively, of the annual covered payroll. The School's required contribution was $280,142 and $254,141 for the years ended June 30, 2024 and 2023, respectively.

11. SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 25, 2024, which is the date the financial statements were available to be issued.

Bonadio & Co., LLP
Certified Public Accountants

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 25, 2024

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, 2024, 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 25, 2024.

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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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

Bonadio & Co., LLP
Certified Public Accountants

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

October 25, 2024

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, 2024. 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, 2024.

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)

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, 2024

Federal Grantor/Program Title	Assistance Listing Number	Contract/ Grant Number	Expenditures of Federal Awards
U.S. Department of Agriculture:			
Passed through from the New York State Department of Health -			
National School Lunch Program	10.555	N/A	$ 262,740
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	13,345
COVID-19 - Elementary and Secondary School Emergency Relief (ARP ESSER) Fund	84.425U	5880-21-4910	676,435
Total Education Stabilization Fund			689,780
Title I Grants to Local Education Agencies (LEA)	84.010A	0021-22-4910	250,481
Supporting Effective Instruction State Grant Title II	84.367A	0147-22-4910	24,222
Student Support and Academic Enrichment Grant Title IV	84.424A	0204-22-4910	19,947
Special Education - Grants to States (IDEA Funding)	84.027	N/A	57,154
Total U.S. Department of Education			1,041,584
			$ 1,304,324

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, 2024

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, 2024. 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, 2024

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.

M&T Bank

FOR INQUIRIES CALL: HENRIETTA
(585) 427-2906

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

ACCOUNT TYPE	
M&T ADVANCED BUSINESS CHECKING	

ACCOUNT NUMBER	STATEMENT PERIOD
9860639443	09/01/24 - 09/30/24

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
09/01/2024	BEGINNING BALANCE			$100,000.00
	NUMBER OF DEPOSITS/CHECKS PAID	0	0	

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Facilities Planning - Room 1060 Education Building Annex
Albany, New York 12234

Updated DECEMBER 2020

PUBLIC SCHOOL FIRE AND BUILDING SAFETY REPORT

(THIS REPORT IS TO BE SUBMITTED ELECTRONICALLY – DO NOT MAIL THIS REPORT)

All buildings which are owned, operated, or leased by public school districts, Boards of Cooperative Educational Services (BOCES), and nonpublic schools must be inspected annually for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

BEDS CODE #

260501861020

District/School Name

YWCP CHARTER SCHOOL

Facility/Building Name

SUMMER AND PARKER CAMPUS

Street Address (NO PO Box Numbers)

133 HOOVER DRIVE

City/Town/Village **Zip Code**

ROCHESTER NEW YORK 14615

INSTRUCTIONS

- Read the *"Manual for Public School Facility - Fire and Building Safety Inspections"* prior to inspecting the facility and complete a separate report for each facility.
- Part I: General Information. School officials must complete this section annually.
- Part II: This section to be completed by the inspector and non-conformances recorded on page 4, Fire Safety Non-Conformance Reporting Sheet.
- Part II-A Regulations of the Commissioner 155.7: This section must be completed for student occupied buildings only. (Questions 1-7, Nonconformance Reporting Sheet) Do not complete this section for school buildings located in the cities of Buffalo, Syracuse, Rochester, and Yonkers.
- Part II-B Regulations of the Commissioner 155.25: This part to be completed for all buildings with electrically operated partitions. (Question 8, Non-Conformance Reporting Sheet) 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State. This part to be completed for all buildings. (Questions 9-26, Non-Conformance Reporting Sheet).
- Part III Certifications. To be completed by persons as indicated.
- A copy of this form must be kept on file at the school for three years and must be available for public review.
- Posting of Certificate of Occupancy: Any temporary, qualified, or annual Certificate of Occupancy must be posted in public view in a prominent location within this facility.

Part I: General Information and Fire/Life Safety History

Inspection Date: 3.19.24

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:

- [x] 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? [x] YES [ ] NO

If 'yes', is the sprinkler alarm connected with the building alarm? [x] YES [ ] NO

3. Is there a fire hydrant system for facility protection? [x] YES [ ] NO

If 'yes', indicate ownership of system (select one):

- [x] Public owned
- [ ] School owned
- [ ] Other

  Please Specify:

4. Indicate the ownership of this facility

- [x] 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

cleeson@e-success.org

5. Does the District lease the building or spaces within the building to others? ◯ YES ● NO

a. If yes, indicate the tenant(s):

Name *

NA

Address *

NA

NA

Telephone # *

NA

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**

22-23 SCHOOL YEAR

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	10/6/22	○	○
2	10/12/22	○	○
3	10/14/22	○	○
4	10/18/22	○	○
5	10/20/22	○	○
6	10/21/22	○	○
7	11/9/22	○	○
8	11/15/22	○	○
9	5/18/23	○	○
10	5/22/23	○	○
11	5/30/23	○	○
12	6/6/23	○	○

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

REQUIRED NUMBER OF DRILLS WERE HELD.

8d. **Average time to evacuate facility was:** [ ] minutes [ ] 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
0	NA	NA

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

School District: rwcp Charter school Building Name: Sumner & Parker Campus
Facility #:

Part II-A (to be completed for public schools only – except "Big 4")

Item #	Non-Conformance	Date Corrected	Date Reinspected
01A-2			
01B-1			
01C-1			
01D-1			
01E-1			
02A-2			
02B-1			
02C-3			
02D-1			
02E-2			
02F-3			
02G-2			
03A-3			
03B-1			
04A-2			
04B-2			
04C-1			
05A-3			
05B-2			
05C-2			
06A-1			
06B-1			
06C-1			
06D-2			
06E-3			
06F-1			
06G-1			
06H-2			
07A-3			
07B-2			
07C-2			

Part II-B

Item #	Non-Conformance	Date Corrected	Date Reinspected
08A-2			
08B-2			
08C-2			
08D-2			
08E-2			
09A-2			
09B-2			
09C-1			
09D-1			
09F-2			
09G-2			
10A-2	✓	4/24	4/24
10B-2			
10C-1			
10D-1			
11A-2			
11B-1			
11C-2			
11D-2			
11E-1			
12A-1			
12B-3			
12C-2			
12D-2			
12E-1			
12F-1			
12G-1			
12H-1			
12I-1			
12J-1	✓	4/24	4/24
12K-1			
12L-1			
12M-1			
12N-1			
12O-2			

Part II-B

Item #	Non-Conformance	Date Corrected	Date Reinspected
13A-2			
13B-2			
14A-2			
14B-2			
14C-2			
14D-1			
14E-1			
15A-2			
15B-1			
15C-2			
15D-2			
15E-1			
16A-2			
16B-2			
16C-2			
16D-2			
17A-3	✓	4/24	4/24
17B-2			
17C-2			
17D-2	✓	4/24	4/24
17E-1			
17F-3			
17G-1			
17H-2			
17I-2			
17J-1			
17K-1			
17L-1			
18A-2			
18B-2			
18C-2			
18D-2			
19A-3			
19B-2			
19C-1			
19D-1			

Part II-B

Item #	Non-Conformance	Date Corrected	Date Reinspected
19E-1			
19F-1			
19G-1			
19H-2			
20A-1			
20B-1			
20C-1			
21A-3			
22A-3			
22B-3			
22C-3			
23A-1			
23B-1			
23C-1			
23D-2			
24A-3			
25A-1			
25B-1			
25C-1			
26A-3			

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

1009. - Area of Refuge Comms

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes_____ No_____

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

Initial Inspection:
Fire Safety Inspector: Name: Steven Mills
Date: 3-19-2024
Registry #: 0822-0349 (26E-4)

Final Inspection (if required):
Fire Safety Inspector: Name: Steve Mills
Date: 4-24-2024
Registry #: 0822-0349 (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: Steven Mills

Telephone #: (585) 261-2636

Title: Asst. Fire Marshal

Certification # 0822-0349 (as designated by the NYS Department of State)

Email: ~~Ste~~ SMills@greeceny.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 3.19.24 (provide inspection date) and can confirm the specific locations of any non-conformances 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. SHERI WEBBER

Telephone #: (585) 254-0320

Title: PRINCIPAL/SUPERINTENDENT

Email: swebber@youngwomenscollegeprep.org

Signature S.A. Webber

University of the State of New York
Education Department

EXCELSIOR

CERTIFICATE OF OCCUPANCY

VALID FOR FACILITY:
YOUNG WOMENS COLLEGE PREP CHARTER SCHOOL
133 HOOVER DRIVE
ROCHESTER, NEW YORK 14615

DISTRICT:
YOUNG WOMEN'S COLLEGE PREP CS
IDONIA OWENS
133 HOOVER DR
ROCHESTER, NEW YORK 14615

Building ID: 261600878020

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