

I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, July 30, 2013

Updated Wednesday, July 31, 2013

Page 1

1. SCHOOL NAME

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

261600861019 ROCHESTER CAREER MENTORING CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Rochester

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
30 Hart Street Rochester, NY 14605	585-232-1045	585-497-7096	jborsa@rcmcs.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Contact Name	Dennis Francione
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Title	Chief Executive Office/Founder
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

www.rcmcs.org

6. DATE OF INITIAL CHARTER

2011-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2012-08-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

- 9

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	30 Hart Street Rochester, NY 14605	585-232-1045	ROCHESTER CITY SD	9	No	Rent/Lease
Site 2						
Site 3						

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

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

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "Dennis B. Francione". The signature is written in a cursive style with a large, stylized 'D' and 'F'.

Signature, President of the Board of Trustees

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Thank you.

Signature Page for President of Board of Trustees

Created Wednesday, July 31, 2013

Page 1

261600861019 ROCHESTER CAREER MENTORING CS

16. My signature below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

(No response)

Signature, Board President

Thank you.

Appendix A: Progress Toward Goals

Created Wednesday, July 31, 2013

Updated Thursday, August 01, 2013

Page 1

1. NEW YORK STATE REPORT CARD

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

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

(No response)

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	In the first year, 85% of students will meet or exceed the NYSED requirement of passing all required Regents exams.	<ol style="list-style-type: none">1. Regents examinations in Integrated Algebra and Earth Science.2. Northwest Evaluation Association (NWEA) data progress in literacy and numeracy.3. Teacher-made tests4. Projects and portfolios5. Demonstrations of lessons and exhibition of student work.6. Online learning and assessment in each subject area (e2020).7. ELL language tests.		<ol style="list-style-type: none">1. Developed a teacher web site to address daily lessons and curriculum.2. Extended class time to include more Enrichment time.3. Created summer Recovery class in Integrated Algebra and Earth Science.4. Hired a Constructivist coach to assist teachers in the classroom.5. Aligned career planning with the relevance to each course.6. Response To Intervention (RTI) in each classroom.

			<p>7. Provided inside and outside Tutoring.</p> <p>8. Hillside Work-Scholarship academic and tutoring support.</p> <p>9. Purchased and will implement the Wilson Reading Program.</p>
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Academic Goal 2	<p>In 2016, the RCMCS will graduate its first class of students who began in 2012-13 as 9th graders. It is expected that 85% of the initial 9th grade cohort will graduate in June 2016. In 2017, the RCMCS will graduate its second class of students who enrolled in the school as 9th graders in 2013-14. It is expected that 90% of the initial 9th grade cohort will graduate.</p>	<ol style="list-style-type: none"> 1. Followed the progress of the passing rate of each students in every course. 2. Recorded the progress of each student's passing rate on Regents examinations. 3. Teacher advisory kept track of each students course and credits obtained. 	<p>Progress toward attainment will be made with the following:</p> <ol style="list-style-type: none"> 1. Hired a Data person to observe and evaluate passing rate. 2. Teacher training for the Common Core. 3. Teacher Advisory developed a credit tracking system. 4. JUPITER will continue to evaluate the passing/failing rate of each student. 5. Placed additional staff in the Student Support Center to counsel students
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Academic Goal 3

Academic Goal 4

Academic Goal 5

Academic Goal 6

Academic Goal 7

Academic Goal 8

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Students in the 11th & 12th grade will complete a career-interest internship experience.	<ol style="list-style-type: none"> 1. Teacher Advisory was responsible for implementing the Career Choices Program. 2. Career study guide sheets were reviewed. 3. Two school-wide Career Exhibition Days were held by the students. Each student had a Committee of Three to evaluate his/her demonstration. 	<ol style="list-style-type: none"> 1. Mentors are being recruited. 2. Internship work sites are being located. 3. Business/Community Agency Forum will be assembled in 2013 - 2014. 4. Planning for quarterly Career Days are being addressed and established. 	
Org Goal 2	Student attendance rates will be a minimum of: 92% attendance in 2012-13; and will increase 1.5% each year after.	<p>Recorded a Average Daily Attendance of 96%.</p> <ol style="list-style-type: none"> 1. Teacher advisory contacted students and parents. 2. Executive Secretary maintained a recording of attendance. 3. Data-based known as JUPITER kept records and progress of student attendance. 3. Manual recording of attendance by each subject area teacher. 	Met Goal	. Met Goal
Org Goal 3	Student suspension will be less than 10% of the total student population.	<ol style="list-style-type: none"> 1. Teacher Advisory followed the Student Learning Code of Conduct. 2. Teacher/Parent Contact. 3. JUPITER recorded suspensions. 3. Educational Leader monitored suspensions. 		<ol style="list-style-type: none"> 1. A Support and Wellness Center has been added to the school organization. 2. A Director of School Culture and Student Support has been added. 3. A Crisis Intervention Team has been established. 4. Partnering with the Center for Dispute Settlement. 5. Establishing a Student Support Center which is modeled after the In-school Clearwater Prevention Program.
Org Goal 4				
Org Goal 5				

2b.1 Do you have more organizational goals to add?

Yes

2012-13 Progress Toward Attainment of Organizational Goals

Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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			

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1			
Financial Goal 2			
Financial Goal 3			
Financial Goal 4			
Financial Goal 5			

Rochester Career Mentoring Charter School
FY 2012 - 2013

FY2013 Expenditures	Total	Administrative
Business Expenses	\$ 1,166	\$ 1,166
Contract Services	\$ 128,784	\$ 22,324
Facilities and Equipment	\$ 103,915	\$ 13,764
Operations	\$ 282,353	\$ 11,366
Other Types of Expenses	\$ 16,410	\$ 12,717
Payroll Expenses	\$ 11,831	\$ 11,831
Salary Expense	\$ 583,887	\$ 252,698
Employee Benefits	\$ 132,449	\$ -
Travel and Meetings	\$ 24,813	\$ 24,813
Total Expenditures FY2013	\$ 1,285,607	\$ 350,678

Total Expenditures FY2013	\$ 1,285,607
Less: Employee Benefit Costs/Expenditures	\$ (132,449)
Net Expenditures	\$ 1,153,158
BEDS Day Count	84
Total Expenditures Costs per Child	\$ 13,728

Total General Administration Expenditures FY2013	\$ 350,678
Less: Employee Benefit Costs/Expenditures	\$ -
Total General Administration Costs	\$ 350,678
BEDS Day Count	84
Total General Administration Costs per Child	\$ 4,175



Financial A

School Name:

Date:

School Fiscal Contact Name:

School Fiscal Contact Email:

School Fiscal Contact Phone:

District of Location:

Authorizer:

Years of Operation:

Facility:

Grades Currently Served:

Planned Grades at Full Capacity:

Enrollment:

Max Enrollment:

Year of Most Recent Data

School Fiscal Contact Phone:

School Audit Firm Name:

School Audit Contact Name:

School Audit Contact Email:

School Audit Contact Phone:

Latest Audit Period (through June 30):

Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Rochester Career Mentoring Charter School

Aug. 1, 2013

Jennifer Borsa



Rochester, NY
SED - Board of Regents

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Raymond F. Wager, CPA, P.C.

Ray Wager

rwager@raymondfwagercpa.com

585-321-5643

2012

Rochester Career Mentoring Charter School2012

FILL IN GRAY CELLS

Rochester Career Mentoring Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30, 2012

	2013	2012
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$141,137	\$(991)
Grants and contracts receivable	-	42,000
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	-	29,384
Contributions and other receivables	-	-
Other	-	-
TOTAL CURRENT ASSETS	\$141,137	\$70,393
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	66,140	22,136
Restricted Cash	-	-
OTHER ASSETS	\$66,140	\$22,136
TOTAL ASSETS	\$207,277	\$92,529
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$81,240	\$17,067
Accrued payroll and benefits	-	-
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	834	-
Other	-	-
TOTAL CURRENT LIABILITIES	\$82,075	\$17,067
LONG-TERM DEBT, net current maturities	\$-	\$-
TOTAL LIABILITIES	\$82,075	\$17,067
NET ASSETS		
Unrestricted	\$125,202	\$75,462
Temporarily restricted	-	-
TOTAL NET ASSETS	\$125,202	\$75,462
TOTAL LIABILITIES AND NET ASSETS	\$207,277	\$92,529
Check	0.49	-

FILL IN GRAY CELLS

Rochester Career Mentoring Charter School

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30, 2012

	2013			2012
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$943,020	\$-	\$943,020	\$-
Federal - Title and IDEA	183,990	-	183,990	-
Federal - Other	-	-	-	-
State and City Grants	203,600	-	203,600	267,000
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	1,121	-	1,121	1,750
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$1,331,731	\$-	\$1,331,731	\$268,750
EXPENSES				
Program Services				
Regular Education	\$759,955	\$-	\$759,955	\$117,317
Special Education	117,652	-	117,652	-
Other Programs	-	-	-	-
Total Program Services	\$877,607	\$-	\$877,607	\$117,317
Supporting Services				
Management and general	\$408,000	\$-	\$408,000	\$75,971
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$1,285,607	\$-	\$1,285,607	\$193,288
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$46,124	\$-	\$46,124	\$75,462
Contributions				
Foundations	0	\$-	\$-	\$-
Individuals	3500	-	3,500	-
Corporations	0	-	-	-
Fundraising	0	-	-	-
Interest income	115.81	-	116	-
Miscellaneous income	0	-	-	-
Net assets released from restriction	0	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$3,616	\$-	\$3,616	\$-
CHANGE IN NET ASSETS	\$49,740	\$-	\$49,740	\$75,462
NET ASSETS BEGINNING OF YEAR	\$75,462	\$-	\$75,462	\$-
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$125,202	\$-	\$125,202	\$75,462

Audited Financial Statement Checklist

Created Tuesday, October 29, 2013

Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	False	False	True
CSP Agreed Upon Procedures (if applicable)	True	False	False
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	False	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	False	True
Report on Internal Control over Financial Reporting	False	True
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	False	True

Thank you .

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL**

FINANCIAL STATEMENTS

For Years Ended June 30, 2013 and June 30, 2012

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

Shareholders:

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

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

Independent Auditors' Report

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

Report on the Financial Statements

We have audited the accompanying financial statements of the Rochester Career Mentoring Charter School, Rochester, New York, which comprise the statement of financial position as of June 30, 2013 and 2012, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Rochester Career Mentoring Charter School, Rochester, New York as of June 30, 2013 and 2012, and the changes in its net position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplemental information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2013 on our consideration of the Rochester Career Mentoring Charter School, Rochester, New York's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Rochester Career Mentoring Charter School, Rochester, New York's internal control over financial reporting and compliance.

Raymond F. Wager CPA, P.C.

October 22, 2013

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL
Statement of Financial Position
June 30, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
<u>ASSETS:</u>		
Current Assets		
Cash and cash equivalents	\$ 141,500	\$ (991)
Tuition receivable - RCSD	29,838	-
State grant receivable - CSP	-	42,000
Prepaid expenses	10,201	29,384
Total Current Assets	\$ 181,539	\$ 70,393
Non-Current Assets		
Buildings and equipment (net of accumulated depreciation)	\$ 147,607	\$ 22,136
TOTAL ASSETS	\$ 329,146	\$ 92,529
 <u>LIABILITIES:</u>		
Current Liabilities		
Accounts payable	\$ 89,492	\$ 17,067
Other liabilities	4,220	-
TOTAL LIABILITIES	\$ 93,712	\$ 17,067
 <u>NET ASSETS:</u>		
Unrestricted Net Assets		
Fixed assets	\$ 147,607	\$ 22,136
Operating	87,827	53,326
TOTAL NET ASSETS	\$ 235,434	\$ 75,462
 TOTAL LIABILITIES AND NET ASSETS	 \$ 329,146	 \$ 92,529

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL
Statement of Activities
For Year Ended June 30, 2013 and 2012**

	2013	2012
	<u>Unrestricted</u>	<u>Unrestricted</u>
<u>REVENUES AND OTHER SUPPORT:</u>		
Tuition - RCSD	\$ 972,858	\$ -
Special education	153,685	-
State grants - CSP grant	111,600	267,000
State grants - technology grant	50,000	-
Grant revenues - Title I	30,179	-
Contributions	3,500	1,750
Investments	128	-
Other income	1,460	-
	<hr/>	<hr/>
TOTAL REVENUES AND OTHER SUPPORT	\$ 1,323,410	\$ 268,750
	<hr/>	<hr/>
<u>EXPENSES:</u>		
Program Services		
Regular education	\$ 817,317	\$ 117,317
Supporting Services		
Management and general	346,121	75,971
	<hr/>	<hr/>
TOTAL EXPENSES	\$ 1,163,438	\$ 193,288
	<hr/>	<hr/>
CHANGE IN NET ASSETS	\$ 159,972	\$ 75,462
NET ASSETS AT JULY 1	75,462	-
	<hr/>	<hr/>
NET ASSETS AT JUNE 30	\$ 235,434	\$ 75,462
	<hr/> <hr/>	<hr/> <hr/>

(See accompanying notes to the financial statements)

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL
Statement of Cash Flows
For Year Ended June 30, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Increase (decrease) in net assets	\$ 159,972	\$ 75,462
<u>Adjustments to reconcile change in net assets to net cash</u>		
<u>provided (used) by operating activities -</u>		
<u>(Increase) decrease in assets -</u>		
State grant receivable	42,000	(42,000)
Tuition receivable	(29,838)	-
Deferred expenditure	19,183	(29,384)
Equipment purchases	(149,187)	(23,560)
Depreciation	23,716	1,424
<u>Increase (decrease) in operating liabilities -</u>		
Other liabilities	4,220	-
Accounts payable	72,425	17,067
Net Cash Provided (Used) by Operating Activities	\$ 142,491	\$ (991)
NET INCREASE (DECREASE) IN CASH	\$ 142,491	\$ (991)
CASH - JULY 1	(991)	-
CASH - JUNE 30	\$ 141,500	\$ (991)

ROCHESTER CAREER MENTORING CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

(Note 1) **Organization - General Information:**

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

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

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

(Note 2) **Summary of Significant Accounting Policies:**

A. **Basis of Accounting**

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

B. **Basis of Presentation**

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

(Note 2) (Continued)

C. Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the Rochester Career Mentoring Charter School considers all unrestricted highly liquid investments with an initial maturity of six months or less to be cash equivalents.

D. Income Taxes

The Rochester Career Mentoring Charter School has received IRS approval to become a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and classified by the IRS as other than a private foundation.

The organization has filed its initial IRS Form 990, Return of Organization Exempt from Income Tax for fiscal year ended June 30, 2013. Tax returns will generally be open for inspection by the IRS for a period of three years after they are filed.

E. Sales and Use Taxes

The Rochester Career Mentoring Charter School has received final New York State approval to be exempt from sale and use taxes on purchases.

F. Estimates

The financial statements of Rochester Career Mentoring Charter School have been prepared in accordance with generally accepted accounting principles which require the use of management estimates.

G. Capital Assets

The Rochester Career Mentoring Charter School considers all equipment purchases greater than \$1,000 to be a capital asset.

(Note 3) Deferred Expenditures:

Deferred Expenditure of \$6,951 represents subscription to Institute for Learning Centered Education, and a security deposit of \$3,250.

(Note 4) Litigation:

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

(Note 5) **Accounts Payable:**

Accounts Payable of \$89,492 represents equipment purchases from CS Business Systems, Inc. for \$51,900, \$10,764 represents the Capital One credit card, and \$26,828 represents other payments not paid prior to year end.

(Note 6) **Retirement Plan -- TSA Plan:**

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

(Note 7) **Changes in Fixed Assets:**

The school has invested in the following fixed assets. Current additions were funded by,

- A. CSP Grant sources in the amount of \$126,187.
- B. Technology Grant Sources in the amount of \$23,000.

	Balance 7/1/2012	Additions	Deletions	Balance 6/30/2013
Equipment and Furniture	\$ 23,560	\$ 149,187	\$ -	\$ 172,747
Less Accumulated Depreciation	(1,424)	(23,716)	-	(25,140)
Total Fixed Assets	\$ 22,136	\$ 125,471	\$ -	\$ 147,607

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

Shareholders:

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

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

**Report on Internal Control Over Financial Reporting
And on Compliance and Other Matters Based on an Audit
of Financial Statements Performed in Accordance
With *Government Auditing Standards***

Independent Auditors' Report

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Rochester Career Mentoring Charter School, Rochester, New York, which comprise the statement of financial position as of June 30, 2013 and 2012, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Rochester Career Mentoring Charter School, Rochester, New York's financial statements; and have issued our report thereon dated October 22, 2013.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Raymond F. Wager CPA, P.C.

October 22, 2013

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL**

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

For Year Ended June 30, 2013

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

Shareholders:

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

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

October 22, 2013

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

In planning and performing our audit of the financial statements of the Rochester Career Mentoring Charter School as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the Rochester Career Mentoring Charter School's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

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

Deficiencies Within Internal Accounting Control Procedures:

Documentation of Internal Accounting Control Procedures –

Our audit procedures included a review of your internal accounting controls regarding the recording of your financial transactions. During this review we noted that an accounting system has been properly developed in accordance with New York State guidelines together with the establishment of some basic control procedures over the initial transactions of the School in this start up period.

We suggest that while developing the remaining accounting and reporting procedures that each accounting cycle (i.e. payroll, disbursements, general ledger, billing, and cash management) be documented in writing together with a self assessment of these control activities in order to establish the best internal controls given the size of your organization.

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

(Deficiencies within Internal Accounting Control Procedures) (Continued)

Accounting Procedures –

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

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

Management's Response

The Director of Operations and Finance will maintain a Journal Entry log that coincides with the journal entry number assigned in QuickBooks. This log will be printed each month and reviewed by a member of the Finance Committee.

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

Management's Response

The mail is opened by the Finance Clerk, checks get stamped "For Deposit Only" and deposits slips are created then handed over to the Director of Operations and Finance for deposit and posting to the general ledger. The Finance Clerk will also prepare the monthly bank reconciliations, prepare the payroll transmission sheet and process the mailing of the accounts payable checks and backup verification. The Director of Operations and Finance will enter invoices, prepare and enter journal entries, draft payable checks, enter deposits, and verify payroll.

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

Management's Response

The Finance Committee will review the monthly bank reconciliations. The Vice President of the Board has access to the online banking system to view checks, deposits, transfers and can monitor financial transactions.

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

Management's Response

We have established two recurring monthly bank transfers from our savings to our checking account to cover payroll and accounts payable transactions. These are pre-approved, scheduled transfers that occur each month. All other transfers of funds between bank accounts are recorded in the transfer log and reviewed each month by the Finance Committee.

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

(Deficiencies within Internal Accounting Control Procedures) (Accounting Procedures) (Continued)

5. There is no cash receipt log being maintained

Management's Response

The Director of Operations and Finance records deposits in QuickBooks through the deposit function. These reports are reviewed by the Finance Committee each month along with the bank statements and reconciliations.

6. There is no formal process to verify that goods are received prior to payment being made.

Management's Response

When a package arrives at school it is the responsibility of the Finance Clerk to obtain the packing slip and verify the contents received against the packing slip. The packing slip gets filed in an alpha binder to be matched up with the invoice once received. The Finance Clerk attaches the packing slip to the invoice along with any purchase request form submitted for the item or other backup and submits this to the Director of Operations and Finance to be input into QuickBooks. The Director verifies backup prior to releasing payment.

7. There is no formal process for obtaining W-9's or adding vendors into the computer system.

Management's Response

When a new vendor is set-up by the Director of Operations in QuickBooks a printout of the Vendor information will be given to the Finance Clerk to contact the company to verify the information is accurate and request a W-9. The Finance Clerk will review the W-9 binder quarterly against the vendor list and obtain any missing W-9 forms.

8. There is no formal process for approving checks prior their printing or mailing.

Management's Response

The Director of Operations prints and signs the accounts payable checks. The Finance Clerk takes the signed checks and matches and attaches them to the proper supporting documentation. The Finance Clerk verifies the vendor, amount and terms of the invoice. The Finance Clerk attaches the stub to the supporting documentation for filing and prepares the vendor checks to be mailed.

9. There is no process for coding, limiting, or approving credit card purchases.

Management's Response

We have two school credit cards. The Chief Executive Officer's card has a \$2,500 limit, the Director of Operations has a \$17,500 limit with an overall limit of \$20,000. When the credit card bill is received the receipts are matched to the invoice by the Finance Clerk and the bill is given to the Director of Operations. The Director codes the expenses and enters the charges into QuickBooks. The Finance Committee reviews the credit card statement monthly.

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

(Deficiencies within Internal Accounting Control Procedures) (Accounting Procedures) (Continued)

10. Pre-numbered invoices are not being used and nobody from Administration reviews the invoices before they are mailed.

Management's Response

The school will utilize the pre-numbering function in the QuickBooks software.

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

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

Raymond F. Wages CPA, PC

October 22, 2013

**ROCHESTER CAREER MENTORING
CHARTER SCHOOL**

AGREED – UPON PROCEDURES

For Year Ended June 30, 2013

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

Shareholders:

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

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

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

In accordance with your request, we performed the procedures enumerated below, which were agreed to by the Rochester Career Mentoring Charter School and the SUNY Trustees/Charter School Institute, to assist with evaluating the financial transactions of the Rochester Career Mentoring Charter School, New York, for the year ended June 30, 2013.

Our engagement to apply agreed-upon procedures has been conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

Procedure #1

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant for the Rochester Career Mentoring Charter School's accounting software and reconciled it to the grant revenue recorded by the Charter School.

Finding #1

Expenditures, identified as CSP eligible, exceeded the grant award.

Procedure #2

We obtained the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Finding #2

Revenue and expenditures recorded for the period appear reasonable.

Procedure #3

We selected a sample of expenditures from the detail obtained in Procedure # 1.

- a. Payroll – We selected 10 items or 10% of the total number of payroll items charged to the grant, whichever was less.
- b. Other expenses – We selected 10 items or 10% of the total number of items charged to the grant, whichever is less.
- c. Using the above selected items, we:
 1. Determined if the expenditure was in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods.
 2. Determined if the expenditures fell into an approved budget category.
 3. Determined if the expenditure was charged to the appropriate fiscal period.

Finding #3

For the expenses we reviewed, we noted that

- a. The expenses appeared to be in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods.
- b. The expenses appeared to fall into an approved budget category.
- c. The expenses appeared to be charged to the appropriate fiscal period

Procedure #4

We obtained the FS-25 form(s) submitted to NYSED during the period under review and performed the following:

- a. Traced expenditures selected in Procedure #3 to requests for reimbursement. Determined that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated during Next Month), we selected items to determine if funds were expended within 1 month following the date of the request.

Finding #4

For the FS-25s we reviewed, we noted that:

- a. Items requested for reimbursement were expensed within a month of the request.
- b. Items anticipated during the subsequent month of the FS-25 appeared to be spent within one month.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion, on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Rochester Career Mentoring Charter School and the SUNY Trustees/Charter School Institute and is not intended to be and should not be used by anyone other than those specified parties.

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We would like to express our appreciation to the Rochester Career Mentoring Charter School and the SUNY Trustees/Charter School Institute and their staff for all the courtesies extended to us during the course of our engagement. If you have any questions regarding the above items, please do not hesitate to call.

Raymond F. Wager, CPA, P.C.

October 22, 2013

Total Payroll Taxes	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 28,517	\$ 342,205
Total Salary and Fringe Costs	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 122,747</u>	<u>\$ 1,472,965</u>
Contracted Services														
Accounting Services	\$ -	\$ -	\$ 1,500	\$ -	\$ 2,500	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Legal Services	\$ -	\$ -	\$ 3,000	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 2,500	\$ -	\$ -	\$ 10,000
Food Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Service	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000
Coordinator of Internships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Ed Services	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 2,500
Title I Services	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 100,000
Other Professional Services	\$ 10,000	\$ 10,000	\$ 10,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 84,000
Total Contracted Services	\$ 20,333	\$ 20,333	\$ 24,833	\$ 18,833	\$ 22,333	\$ 18,833	\$ 22,833	\$ 15,833	\$ 16,833	\$ 15,833	\$ 17,833	\$ 15,833	\$ 15,833	\$ 230,500
School Operations														
Board Expenses	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,200
Classroom Supplies & Materials	\$ 2,000	\$ 5,000	\$ 2,000	\$ 400	\$ 6,000	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 10,000
Special Ed Supplies & Materials	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000
Textbooks / Workbooks	\$ 8,000	\$ -	\$ 0	\$ 26,250	\$ 26,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Supplies & Materials - Other	\$ 7,500	\$ 7,500	\$ 1,800	\$ -	\$ 1,800	\$ -	\$ 1,800	\$ -	\$ 1,800	\$ -	\$ 1,800	\$ -	\$ 1,800	\$ 24,000
Equipment / Furniture	\$ 28,000	\$ 16,333	\$ 16,333	\$ 16,333	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,000
Telephone	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000
Technology	\$ 5,000	\$ 1,200	\$ 1,200	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 9,650
Student Testing & Assessment	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400
Field Trips	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 2,500
Transportation	\$ -	\$ 4,000	\$ 700	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 5,600
Student Services - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ 6,000
Office Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 12,000
Staff Development	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000
Staff Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 2,250
Student Recruitment / Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 4,000
School Meals - Lunch	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 333	\$ 4,000
Travel - Staff	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Fundraising	\$ 250	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ 250	\$ -	\$ -	\$ 1,000
Other	\$ -	\$ 5,000	\$ -	\$ 3,000	\$ 250	\$ -	\$ 250	\$ -	\$ 3,000	\$ -	\$ 250	\$ 3,000	\$ 250	\$ 14,750
Total School Operations	\$ 63,083	\$ 48,967	\$ 26,217	\$ 50,767	\$ 38,833	\$ 23,533	\$ 8,083	\$ 6,033	\$ 14,333	\$ 7,283	\$ 8,083	\$ 9,533	\$ 9,533	\$ 297,350
Facility Operations & Maintenance														
Insurance	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 3,667	\$ 44,000
Janitorial	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 24,000
Building Rent / Lease	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 110,000
Repairs & Maintenance	\$ 5,000	\$ 5,000	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 22,500
Equipment / Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 30,000
Total Facility Operations & Maintenance	\$ 18,167	\$ 18,167	\$ 21,667	\$ 19,167	\$ 230,500									
Escrow Account	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 7,000	\$ 49,581				
Total Expenses	\$ 226,413	\$ 212,297	\$ 197,547	\$ 213,597	\$ 205,163	\$ 186,363	\$ 174,913	\$ 170,780	\$ 180,080	\$ 172,030	\$ 174,830	\$ 174,280	\$ 174,280	\$ 2,280,896
Net Income	\$ (6,806)	\$ 7,310	\$ (26,187)	\$ 2,463	\$ 2,547	\$ 8,267	\$ 3,737	\$ 14,850	\$ 13,044	\$ 1,287	\$ 1,820	\$ 1,537	\$ 1,537	\$ 23,869

Appendix E: Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

Updated Thursday, August 01, 2013

Page 1

261600861019 ROCHESTER CAREER MENTORING CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

Appendix F: BOT Membership Table

Created Wednesday, July 31, 2013

Page 1

261600861019 ROCHESTER CAREER MENTORING CS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Dr. Jeannine Dingus-Eason	Chair/President	Yes	Professor of Educational Leadership in Urban Administration	1st term for 5 years (Elected 9/2011 and Expires 6/2016)	Executive Personnel & Hiring
2	Kevin McCormick	Vice Chair/Vice President	Yes	Informational Technology and Finance	1st term for 5 years (Elected 9/2011 and Expires 6/2016)	Budget & Finance Complaints & Ethics
3	Dianne Spang	Secretary	Yes	K-12 Education Programs, RIT	1st term for 5 years (Elected 9/2011 and Expires 6/2016)	Curriculum/ Assessment Executive
4	Christine Hill	Member	Yes	Retired Director of Special Education and Former Charter School Administrator	1st term for 5 years (Elected 9/2011 and Expires 6/2016)	Personnel & Hiring Curriculum/ Assessment
5	Roderick Green	Member	Yes	Executive Director for Youth Development Agency, Mentoring/Tutoring Development	1st term for 5 years (Elected 9/2011 and Expires 6/2016)	Budget & Finance
6	Christina Bakewicz	Member	Yes	Rochester Workforce Development	1st term for 5 years (Elected 9/2011 and Expires 6/2016)	Curriculum/ Assessment Personnel & Hiring
7	Paul Clark	Member	Yes	Director of School Based Agency, connecting Student/Community Relationship Building	1st term for 4 years (Elected 1/2013 and Expires 6/2016)	Complaints & Ethics Budget & Finance
8	David Passero	Member	Yes	Finance/Business Management, Large Community Board Experience	1st term for 4 years (Elected 4/2013 and Expires 6/2016)	Budget & Finance Complaint & Ethics
9	ReAnn Coleman	Parent Rep	Yes	Parent, Parent Representative	1st term for 2 years (Elected 11/2012 and Expires 6/2015)	Complaints & Ethics
10	Dennis Francione	Member Ex-Officio	No	Founder/CEO	1st term for 5 years (Appointed 9/2011 and Expires 6/2016)	Curriculum/ Assessment
11						
12						

13

14

15

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20

2. Total Number of Members Joining Board during the 2012-13 school year

3

3. Total Number of Members Departing the Board during the 2012-13 school year

1

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

11

5. How many times did the Board meet during the 2012-13 school year?

9

6. How many times will the Board meet during the 2013-14 school year?

11

Thank you.



ROCHESTER CAREER MENTORING CHARTER SCHOOL

30 Hart Street, 3rd Floor

Rochester, NY 14605

Phone: 585-232-1045 Web: www.rcmcs.org

Deborah Alloco

Student Data Manager

[dallico@rcmcs.org](mailto:dalloco@rcmcs.org)

July: 3 pages
Aug: 7 pages
Sept: 6 pages
Oct. 5 pages
Nov. 4 pages
Dec. None
Jan. 6 pages
Feb. 3 pages
Mar. 2 pages
Apr. 4 pages
May 7 pages

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: July 18, 2012 at Hillside Children's Center, 1 Mustard St., Start time: 6:00 PM

Present: Dennis Francione, Dr. Jeannine Dingus-Eason, Roderick Green, Christine Hill, Ellen Tomasso, Kevin McCormick, Christine Bakewicz, Tracy Larkins-Hobbs

Guests: Jennifer Borsa, Colette Catteau, Kevin Murphy

June Minutes: Dr. Dingus-Eason moves to approve the minutes from last meeting, minutes approved by Kevin McCormick, seconded by Chris Hill. From page 3 of June meeting minutes, Ellen opposed the MOU portion change from board meeting to Executive session.

Public Comment None

CEO Report

Dennis and Colette provided an overview of the special education position and the teacher selected for the position. This year our school appears to have the highest percentage of special education students among other Rochester Charter Schools.

Our Educational Leader, Colette Catteau, would like to form an ambassador club with our students to encourage those interested in becoming educators.

Curriculum and Development It has been determined; our curriculum and development program is a work in progress document and will incur modifications and changes once our program gets underway.

Financial Report

June Financial Report: RFP's for the pc, copier and Internet were sent to the board with vendor quotes. Kevin provided a bio on CS Business Systems and motioned we use CS Business Systems for our PCs. Ellen seconded the motion, motion approved by all. CS Business Systems expressed interest in creating a mentoring and internship program with our school. Kevin provided support of the selection to use Hewlett Packard for our computers, Kevin motioned for approval, motion approved by all. Kevin provided

background on the selection of using Toshiba Business Systems, a local company for our copiers with a five year lease. Rod motioned to approve, Chris Hill seconded the motion, approved by all. Dr Dingus abstained her vote to the finance committee for the use of Toshiba Business System. The Internet will be installed by Frontier hopefully by August 10 with a three year agreement. The phone system was not reviewed during this meeting. Kevin stated our 501C3 application has been approved. We are waiting for the official letter from the government.

Committee Reports

Executive - Career Choices training reviewed. Dr. Dingus suggested those that attend seminars and training at the Los Angeles' Conference provide an overview of the sessions at board meetings. The first scheduled overview will be that of Hi-Tech High attended by Dennis, Jennifer and Colette.

Personnel and Hiring - None

New Business

Dr Dingus provided an update on the resignation of Mr. Cotto. The board discussed possible replacements; an individual was being seriously considered for the position. The board stated they would like a replacement that has some expertise in fund raising. Everyone was asked to provide names of any candidates they would like to be considered and to also request the candidate to submit a CV/resume along with a letter of interest.

Employee Handbook: Chris Hill stated the employee handbook has been approved and in the process of being printed by Paychex. The handbook should be delivered to us by the end of July.

The location of the Greece Chamber of Commerce located at 2496 West Ridge Road has been selected for the board retreat. A board retreat representative has been identified, Ms. Tyneisha Walker-Smith.

Colette reviewed the summer and staff development programs. She provided updated information on the professional development for the staff. The board reviewed the training manuals being used for the staff's professional development and discussed E2020 being benchmarked with the Rochester City School District's curriculum framework. Dennis applauded Dianne for all of the accommodations she provided at the Rochester Institute of Technology for our summer programs.

Jennifer announced the CSP amendment has been approved after which the school will proceed into year one operating capitol.

Jennifer provided an overview of the meeting with the Fire Marshall. The Fire Marshall mentioned various signages that must be provided and displayed throughout the school, but found no issues.

Dennis announced he is working diligently to make sound connections to raise funds for our school.

School opens August 20th with students and faculty meeting at our new school, 30 Hart Street, Rochester, NY 14605. Students will board school buses and be taken to the RIT campus for a college life preview. August 21st and 22nd the summer bridge program will continue at 30 Hart Street. Everyone agrees the first eight days of school will be important.

Prior to school opening, Patricia Anderson and her team will come to the school on August 20th between 12 and 4pm to provide approval to open the charter school and house our students in this location. Ms. Anderson and her team will review our certificate of occupancy, deliver expectation and review our curriculum.

Meeting adjourned at 7:12 pm, next meeting Wednesday, August 15th, Rochester Career Mentoring Charter School, 30 Hart Street, 3rd Floor.

Respectfully submitted by: Tracy Larkin's-Hobbs

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: August 18, 2012, 30 Hart Street, Start time: 6:10 PM

Present: Dennis Francione, Dr. Jeannine Dingus-Eason, Roderick Green, Ellen Tomasso, Kevin McCormick, Christine Bakewicz, Diane Spang, Tracy Larkins-Hobbs

Guests: Jennifer Borsa, Colette Catteau, Alicia Cordaro

July Minutes: Dr. Dingus-Eason moves to approve the minutes from last meeting, minutes approved by Kevin McCormick, seconded by Rod Green.

Public Comment Alicia provided an overview of the training provided from the teachers' point of view. She reviewed the excitement of the teachers having input and a voice in designing the curriculum. Feedback was positive. She reviewed the collaborative creations around their first project and the networking with parents. She also touched upon the teachers putting on their advisor hats, contacting each student with an introduction and open dialog. Jennifer provided an overview status of our equipment, technology and supplies orders. Most items are on target with deliverables and many have already been put in place throughout the school. Tracy mentioned her excitement around Dennis' and the board's dreams, along with everyone's hard work come to life.

CEO Report

Dennis discussed the project based learning development model being used by our school. He and Colette provided an overview of the program and feedback from the Honeyoye Falls-Lima school district that took the training with our school.

Saul Maniero will not be able to accept the board seat. Dennis rec'd a call indicating it would be a conflict of interest. The search continues.

Gerrod Bowick will join RCMCS as student support staff. Mr. Bowick comes to RCMCS with Bachelor's degree in History. He is currently employed with the Avenue D Recreation Center. He will work approximately four hours per day at a rate per hour which will be determined by the board. He will assist in getting students to class, work with the physical education teacher and can also be used as a substitute teacher.

Tracy provided an update on the status of the parent board seat. Five parents indicated interested in holding the board seat. Dennis requested a short bio be submitted by each parent providing some background information about themselves and why they would like to be on the board. We rec'd two bios out of five. A copy of each bio and a ballot was sent to all parents along with a self-addressed envelope requesting they take a vote and return to Tracy by Friday, August 31st.

Curriculum and Development Our curriculum has been completed, but our curriculum and development program is a work in progress; curriculum will incur continuous modifications and changes and be aligned with NYS Common Core Standards. E2020 was reviewed by staff. The staff reviewed the program in detail and extracted information that was pertinent to our program. Information from this program was used to help create the core of our curriculum. Staff added the career and 21st Century occupational skills, and project based learning programs to complete the process.

Financial Report

July Financial Report: Kevin provided an overview and update regarding the Accounts Credit Assurance Program. He has approached M&T Bank for this application. The credit assurance program is a line of credit that will secure funding for one month's rent and to cover two payroll periods. Each board member has been asked to complete and application and return to Kevin in a sealed envelope. This application is being requested because of our school being newly founded and not having established its own line of credit. Rod poised the question if he had discretionary funding from his company, could it be used. Kevin's response was no, each board member would need to complete the application to secure the joint funding for the school.

Kevin reminded the members that all month financial statements are unaudited and must be confidential. Only financial statements from our Auditors will be official financial statements for the school.

We have our 501.C3! When we receive the document, we will forward our tax id number to the IRS. The tech grant has been submitted, but we do not have an updated status. July financials have been provided to the board.

Kevin provided an overview of the retirement plans. For our CEO, Dennis Francione, JP Morgan will be used with cash out amount after taxes. A motion was requested for approval, Rod motioned to approve the request, Diane second the motion. Kevin will bring specifics of the retirement plan to the next board meeting. The plan will be discussed in a closed session. Proposal to accept JP Morgan Investment Fund Plan for the CEO of RCMCS – Motion accepted by All. The 403B – Retirement Plan selected for staff and teachers is Met Life. The contribution amount has yet to be determined. A proposal to accept the 403B base plan for staff and teachers was motioned. Accepted by All. Kevin will provide specifics to the plan at the October meeting and will be revisited at the November board meeting.

Committee Reports

Executive - Career Choices Training reviewed. Dr. Dingus, Christine Bakewicz and Jennifer provided an overview of the training they attended – The Freshman Transition Initiative Conference in Los Angeles, July 22-24th, 2012. They mentioned showing some video footage during one of our upcoming board meetings. Dr. Dingus requested the people that attended the training in Yuma; put together a presentation to show at our next board meeting.

A conference sponsored by the Coalition of Essential Schools in November will be held in Providence, Rhode Island. Dennis will provide more information at the next board meeting.

Personnel and Hiring

The Board Policy Handbook was reviewed. It will be a work in process document and will have changes made on a continuous basis throughout the year. Dennis will provide a copy of the handbook to Patty Anderson of NYSED. Questions were raised around how to make changes to the book. Diane suggest for everyone to forward any change requests to her for processing. Kevin's first suggestion was to add page numbers. Diane said she would add page numbers. A Motion to accept Board Policy Handbook as a working document was entered. Ellen approved the motion, Kevin seconded the motion. Diane suggested resolution: accept BOT Policy Handbook as a working document to guide the way we operate with changes made throughout the year. Motion to accept – All.

New Business

Alicia provided an overview of the first eight days of school. She discussed some of the program they have scheduled during the first week, such as creating a large puzzle that the students and teachers will complete on the first day, complete with decorating it, putting it together, with an end result letting each child know that he or she is an important part of the puzzle. The teachers are also scheduled to put on a fashion show, showing what to wear and what not to wear. They will end the week with a reinforcement of our dress code, our school has no school bells, our curriculum and our culture at RCMCS.

Meeting adjourned at 7:28 pm, next meeting Wednesday, September 19th, Rochester Career Mentoring Charter School, 30 Hart Street, 3rd Floor.

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: CEO Retirement Plan

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

on August 15, 2012 date
at 6:00 PM time
at 30 Hart Street, Rochester, NY 14605 location

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

To accept JP Morgan Investment Funds Plan for the CEO of RCMCS. This plan will be based no more than three distributions of \$10,000 each and totally \$30,000 made by the employer into the funds. These distributions are limited to the set amount stated in the CEO's contract.

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

Allow the distributions of three separate payments for the retirement plan of the CEO at RCMCS.

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

1. XDr. Dingus-Eason, President
2. XKevin McCormick, Vice- President
3. XDianne Spang, Secretary
4. Christine Hill
5. XEllen Tomasso
6. XRoderick Green

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

Dianne Spang
Signature of Secretary

8/15/12
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Gerrod Bowick

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

on August 15, 2012 date

at 6:00 PM time

at 30 Hart Street, Rochester, NY 14605 location

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

Gerrod be accepted as a staff and student support and assistant during the Summer Bridge Program, per the recommendation of the CEO.

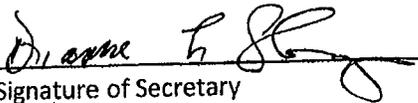
Therefore, it is resolved, that the charter school shall:

Gerrod Bowick be contracted for the Summer Bridge Program and two-day debriefing sessions to assist in staff and student support at a rate of \$15 an hour for 60 hours of work.

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

1. Dr. Dingus-Eason, President
2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christine Hill
5. Ellen Tomasso
6. Roderick Green

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


Signature of Secretary

8/15/12
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Board of Trustees, Board Policy Handbook

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

on August 15, 2012 date

at 6:00 PM time

at 30 Hard Street, Rochester, NY 14605 location

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

the Board of Trustees Policy Handbook conforms to the mission and statements written in the charter school and the Secretary of the Board ask to accept the Policy Handbook as a "working document" with additions being made throughout the school year.

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

Approve the Board of Trustees' Policy Handbook with the understanding that it is a "working document" and that additions will be made throughout the school year.

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

1. Dr. Dingus-Eason, President
2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christine Hill
5. Ellen Tomasso
6. Koderick Green

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

Dianne Spang
Signature of Secretary

8/15/12
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: CEO Retirement Plan

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

on August 15, 2012 date
at 6:00 PM time
at 30 Hart Street, Rochester, NY 14605 location

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

To accept JP Morgan Investment Funds Plan for the CEO of RCMCS. This plan will be based no more than three distributions made by the employer into the funds. These distributions are limited to the set amount stated in the CEO's contract.

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

Allow the distributions of three separate payments for the retirement plan of the CEO of RCMCS.

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

1. Dr. Dingus-Eason, President
2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christine Hill
5. Ellen Tomasso
6. Roderick Green

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

Dianne L. Spang
Signature of Secretary

8/15/12
Date

Dianne Spang

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: September 19, 2012 at Hillside Children's Center, 1 Mustard St., Start time: 6:00 PM

Present: Dennis Francione, Dr. Jeannine Dingus-Eason, Christine Hill, Ellen Tomasso, Kevin McCormick, Christine Bakewicz, Tracy Larkins-Hobbs

Guests: Jennifer Borsa, Colette Catteau, Evelyn Holmes, Ayrionn Winston, Sakoi Bowman, Andrea Winston (Ayrionn's sister), Shequa Walker (Ayrionn's mother)

August Minutes: Dr. Dingus-Eason moves to approve the minutes from last meeting, minutes approved by Christine Hill, seconded by Kevin McCormick. From page 3 of June meeting minutes, Ellen opposed the MOU portion change to the executive session.

Introduction of Elected Parent Representative

- Mrs. Evelyn Holmes has been elected to the board as Parent Representative; she provided a brief overview of her experiences relating to the board seat

Public Comment

- Ayrionn provided an overview of the newly formed student government
Its purpose – A Voice for Students, Formation of the government will be one student elected from each advisement group, Election Day is November 6th
- Sakoi provided an overview of the newly form Student Peer Review
Its purpose – Mediation for the students
Students Peer Review group will follow the RCMCS Code of Conduct to assist school faculty in decision making with student issues

CEO Report

- Culture Building
- Faculty teaching students rules and unique culture of the school
- E2020 in full operation
- Parents now have access to Jupiter
- School has a 92% attendance
- September 17 – 21st RCMCS first Spirit Week
- Teachers are Co-Teaching
- Teachers are provided 3 hours of Professional development each Wednesday
- First RCMCS Report Card will be distributed on September 27th

- A PTO Club and Booster Club will be formed in the near future
- A boys and girls basketball team will be formed respectively
- A volleyball team will be formed later this year
- A boys and girls track team will be formed next year
- A cheerleading team will be formed, 20 RCMCS girls have already expressed an interest
- A step team will be formed

Curriculum and Development

- Jennifer provided a brief overview of the new online student database, Jupiter IT has provided some troubleshooting and fine tuning to the program to tailor it to our school needs and everything seems to be operating up to expectations
- Kevin installed a filter blocking Facebook and Twitter Sites, the filter also scans where students are searching
- Letters have been mailed to parents with Jupiter access information
- Parents have been set up to receive alerts regarding tardiness, absences, ect. – Parents may customize this information
- Jennifer will look into the reports section to generate a report to how often parents log onto Jupiter
- The board suggested the school send a second letter to parents recommending they log onto Jupiter more often to review students' progress
- Mrs. Holmes requested the system or someone contact parents during the first 30 minutes of school, to alert them their child is not there.

Financial Report

- Full payment in the amount of \$350k has been received
- Information for years 2 and 3 have been submitted
- Information has been submitted for the Farrish Foundation Grant, Ellen to follow up with contact regarding someone nominating our school for the grant
- Jennifer met with an accounting firm for the 630 audit for the school's certification
- Title 1 was submitted last week
- Financial statements will be sent by the end of September and will include invoices
- In budget: Sports Program, Staff Conference
- Escrow - \$25k will be added to a separate account for RCMCS with an additional \$25 each added until the amount of \$75k is reached

Committee Reports

- The curriculum group has not meet
- Diane and Colette plan to meet and review the 9th grade Accu-Placer Assessment to be used as a baseline and guide for college readiness
- Career readiness and workforce assessment information will be provided at the next board meeting. Christina will provide contact information for someone at Rochester Job Works to assist with this process
- The employee handbook is now complete; a copy will be available at the October board meeting

- A developmental stage draft of the CEO Evaluation is currently being reviewed and will continue to be evolve
- A parent handbook will be created this year
- The board has been asked to hold the date of October 22 to meet with Dirk Tillotson, time to be confirmed

New Business

- Team reviewed the Federal Family Education Rights and Privacy Act of 1974; parents must be notified each year about this policy and any updates
- Motion to accept the Federal Family Education Rights and Privacy Act of 1974 and add the board policy and student handbook, approved by Diane Spang, seconded by Ellen Tomasso
- Newly appointed PTO member, Evelyn Holmes has been requested to complete her board assurance package and send it to New York State for approval, next step – RCMCS board approval
- Information on staff benefits will be available at the October board meeting
- Professional Development Session will be October 9 and 10th in Rhode Island, NY
- Dennis and Jennifer will provide additional information to the board

Meeting adjourned 7:11pm

Next Meeting – October 17th, RCMCS, 30 Hart Street – 6pm

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

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

on October 17, 2012 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

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

The Career Mentoring Charter School will have a matching contribution of up to 4% on 403B Retirement plan which will be available to employees of the school.

1. Metlife Retirement Plan

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

Grant the contribution of up to 4% as a match to employee contributions on a retirement plan, as facilitated by Metlife. This plan will begin in January 2013, and will be a monthly contribution. Employees need to be in the plan for 3 years before they are vested in the plan. The percentage of contribution by the school will be reviewed on a yearly basis by the Board.

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

1. +Dr. Dingus-Eason, President
2. +Kevin McCormick, Vice- President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. Ellen Tomasso
6. +Roderick Green

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

Dianne Spang
Signature of Secretary

10/17/12
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

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

on October 17, 2012 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

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

Accept the recommendation of the CEO for the teaching assignment for the 2012 – 2013 school year of the following staff member who has fulfilled the requirements of a NYSED certification in Secondary English, .

1. John Cronin, English/Language Arts 9

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

Grant the continuation of a one year contract beginning September, 23, 2012 and ending July 23, 2013 to John Cronin. Mr. Cronin's salary will be at \$46,000 with appropriate contractual health/dental benefits and retirement plan. Teacher fulfilled the mandatory criminal background check.

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

1. +Dr. Dingus-Eason, President
2. +Kevin McCormick, Vice- President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. Ellen Tomasso
6. +Roderick Green

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

Dianne Spang
Signature of Secretary

10/17/12
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

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

on October 17, 2012 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

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

Accept the recommendation of the CEO for the teaching assignment for the 2012 – 2013 school year of the following staff member who holds NYSED certification in Secondary Physical Education/Health.

1. Kimberly McCormick, Physical Education/Health

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

Grant a one year contract Kimberly McCormick beginning September 27, 2012 and ending July 23, 2013. Kimberly McCormick's salary will be pro-rated at \$46,000 with appropriate contractual health/dental benefits and retirement plan. This teacher fulfilled the mandatory criminal background check.

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

1. +Dr. Dingus-Eason, President
2. +Kevin McCormick, Vice- President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. Ellen Tomasso
6. +Roderick Green

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

Dianne Spang
Signature of Secretary

10/17/12
Date

Dianne Spang

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: October 17, 2012 at RCMCS, 30 Hart Street, Start time: 6:00 PM

Present: Dennis Francione, Dr. Jeannine Dingus-Eason, Christine Hill, Kevin McCormick, Christine Bakewicz, Tracy Larkins-Hobbs, Diane Spang, Rod Green

Guests: Jennifer Borsa, Colette Catteau, Paul Clark, Imani Brock, Ilana Edens, John Cunin, Affiniti Campbell, Alexis Baker

September Minutes: Dr. Dingus-Eason moves to approve the minutes from last meeting, minutes approved by Kevin McCormick, seconded by Diane Spang.

Public Comment

- Student performance – RCMCS Singing Group – Imani Brock, Ilana Edens, Alexis Baker and Affiniti Campbell. The group performed “Hero” by Mariah Carey
- Dr. Dingus suggested and requested a token of appreciation be sent to each student of the RCMCS singing group
- Newly elected board member Paul Clark, Director of Center for Youth Services provided an overview of his background and the support he can provide to the board.
- Rod thanked Dennis and his staff for all of their hard work. Rod provided a snapshot of his drop into the school and the positive experience he shared with a student

CEO Report

- Operation Development Plan is up and running
- Faculty grant - \$184k application has been submitted, grant will provide support of school's long term growth, and additionally provide funds for a gym, cafeteria, new lobby area and a student lounge for this year through SUNY. If approved the grant funding will be available August 1, 2012 through July 1, 2013
- Currently the Rochester City School District permits RCMCS use of the building cafeteria in the lower level of the building
- RCMCS has a boy's basketball team, regular practice sessions have begun
- RCMCS has a singing group, regular rehearsal sessions have begun

Curriculum and Development

- Colette provided an update on "Spirit Week"
- Colette also provide overviews on project base learning and the alignment with RCMCS academic studies and the application content knowledge through project base learning, and Career choices with an emphasis beyond the Career Choice program
- A breakfast will be provided for all honor students, staff will serve the students
- Certificates will be mailed home to honor students and displayed on the wall of the main entrance of the school
- The school has a 93% attendance rate
- 38% of students have a GPA of 3.0 or higher
- 18% are taking 10th grade classes
- 18% of RCMCS students have a disability
- 2.4 % are English learners
- Update provided on the school's clubs and career activities
- *Action Item:* Board requests Colette to provide a NWEA report at the November meeting
- *Action Item:* Board requests Colette to provide a report on PBL and Career Choices
- *Action Item:* Board requests Colette to provide an update from faculty regarding use of EAP programs offered by Paychex. The board would like to know which of the services the faculty would be interested in using

Financial Report

- RCMCS has a surplus in our primary and savings accounts that equate coverage of two months of rental and payroll payments
- We are on track with meeting the budget
- 403B Plan overview provided and reviewed, including 4% match by school for permanent full and part-time faculty, beginning January 1, 2013 for current faculty and a six month waiting period will be imposed for new faculty staff.
- Kevin requested a motion to accept 403B Plan with 4% match proposal provided by Rochester Career Mentoring Charter School starting January 1, 2013. Employees will become 100% invested at the end of three years of continuous employment. If employee departs prior to completing three years of continuous employment, employee will receive personal investment only and forfeits matched proceeds. 403B program provided by Met Life, Met Life has waived all fees associated with this program to the school. Proposal to be reviewed each year and voted by the board, Rod seconded the motion. Yes, vote by remaining board members

Committee Reports

- Dianne suggested partnering with a local credit union
- Copies of the employee handbook are available through Christine Hill
- The board has been asked to hold the date of October 22 to meet with Dirk Tillotson, time to be confirmed
- Christina offered information on an Employee Assistance Program through her company

New Business

- John Curvin, CRPC of Met Life Insurance provided a financial overview of the Financial Freedom Account and the school's selected 403B Retirement Plan
- *Action Item:* Dr. Dingus and Dennis will distribute Paul Clark's bio for the board review, the board will vote in November for his nomination to the board
- Dennis and Paul discussed the Crisis Prevention Education Model, Media Crisis Response and Referral Programs offered by Paul's company and how they may be used at Rochester Career Mentoring Charter School
- December board meeting to be conducted by Kevin McCormick during Dr. Dingus's absence. Dr. Dingus will return to the January meeting
- Urban Choice has contacted RCMCS to start recruiting efforts for 2013 ninth graders
- RCMCS will host its first open house, Tuesday, November 13th, 5:30 to 6:30pm at 30 Hart Street, Floor 3
- The parent seat board nomination will be completed by the November board meeting

Meeting adjourned 7:28 pm

Next Meeting – November 14th, RCMCS, 30 Hart Street – 6pm

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teaching Staff

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

on November 14, 2012 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

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

Accept the recommendation of the CEO for the teaching assignment for the 2012 – 2013 school year of the following staff member who holds NYSED certification in Secondary Mathematics.

1. Farzana Islam, Secondary Mathematics (Integrated Algebra)

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

Grant a one year contract Farzana Islam beginning September 27, 2012 and ending July 23, 2013. Farzana Islam's salary will be pro-rated at \$46,000 with appropriate contractual health/dental benefits and retirement plan. This teacher fulfilled the mandatory criminal background check.

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

1. +Dr. Dingus-Eason, President
2. +Kevin McCormick, Vice- President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. Ellen Tomasso
6. +Roderick Green

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

Dianne Spang
Signature of Secretary

11/14/12
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: New Board Member (Paul Clark)

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

on November 14, 2012 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

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

Accept the recommendation for the assignment of a new board member, Paul Clark, Director of Center for Youth Services. Appropriate documentation to seat this board member was sent to the NYSED Charter Schools Office.

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

Grant the recommendation of this board to accept Paul Clark as a new member of the Board of Trustees for RCMCS. Paul will fulfill the duties of a trustees member for a three-year period.

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

1. Dr. Dingus-Eason, President
2. Kevin McCormick, Vice- President
3. Dianne Spang, Secretary
4. Christine Hill
5. Ellen Tomasso
6. Roderick Green

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

Dianne Spang
Signature of Secretary

12/14/12
Date

Dianne Spang

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: November 14, 2012 at RCMCS, 30 Hart Street, Start time: 6:00 PM

Present: Dr. Jeannine Dingus-Eason, Christine Hill, Kevin McCormick, Christine Bakewicz, Tracy Larkins-Hobbs, Diane Spang, Rod Green, Paul Clark, Ellen Tomasso

Guests: Jennifer Borsa, Colette Catteau,

October Minutes: Dr. Dingus-Eason moves to approve the minutes from last meeting, minutes approved by Diane Spang, seconded by Chris Hill.

Public Comment

- Dr. Dingus thanked the RCMCS staff for an outstanding job on our first open house.

CEO Report

- Operation Development Plan is up and running
- RCMCS Open House event reviewed, Bob Green graciously took pictures of the event and Kevin posted them on the RCMCS website
- The Title 1 grant has been approved thanks for all the hard work in moving this process along. The funds are due to be released immediately through city school district to RCMCS. Portions of the funding will be used for the hire of an on-site crisis counselor to be located at RCMCS, beginning the week after Thanksgiving and to assist children living with relatives considered to be homeless, not living with their biological parents.
- Rochester Career Mentoring Charter School has an individual supporting our IT department on a volunteer basis.
- We are in the process of applying for a grant from Wegmans in the amount of \$6,000.
- A facilities grant has been applied for and will be used for a gym
- Victoria Best has joined RCMCS as a Coordinator of Internship through the end of the year. Mrs. Best has been invited to the January board meeting.

RTI

- Colette provided the board with a pamphlet titled RTI at RCMCS. The overview of RTI (Response to Intervention) included how RTI works in conjunction with Rochester Career Mentoring Charter School, an enrichment packet of one of the student advisory teams, and a student information summary example.

- Dr. Dingus suggested students complete a current video and a follow up video next year so they can see where they began and how they have progressed throughout the year.
- Dr. Dingus requested Victoria Best (RCMCS Internship Coordinator) be invited to the January board meeting.

Curriculum and Development

- Updates were also provided by Colette on: NWEA, Career Choices, PBL and the EAP/Handbook. Staff was pleased to find the EAP program available but indicated no one needs it at the present time.
- *Action Item:* Colette to provide the board with an updated NWEA assessment with a plan of how to increase grades and an individual student status of scores
- *Action Item:* Colette and the teachers will review the finding of RTI and how it may use the results to increase student progress.
- Colette reviewed Project Base Learning and what the teachers will be doing over the next couple of months.

Financial Report

- A copy of RCMCS financial report through June 2012 has been provided to board members for review. Some minor reclassifications were made. Final copies will be distributed by the audit firm representing the school to the board by the end of next week. There are no major concerns; however there will be some reworking of financial controls.

Committee Reports

- Diane recommended the creation of a new subcommittee for coordination of student services. She will be the chair of this committee, along with the support of Rob, Paul, Colette, Christine Hill, Tracy and our newly elected parent seat held by RaAnn Coleman.
- Paul suggested creating a mini needs assessment for students to taken. Paul said he would chair the creation and distribution of the needs assessment.
- Dr. Dingus suggested placing the athletics department under this umbrella
- *Action Item:* Diane to send an email with the meeting information

New Business

- Dr. Dingus requested a motion be approved by the board to nominate Paul Clark, Director of School Based Programs to the RCMCS Board of Trustees. Motion approved by all.
- Mrs. Best will be invited to the next board meeting to provide an overview of the alignment of career plans and jobs.
- Dr. Dingus sent an email with the dashboard attachment to the board as a result of the professional development session conducted by Dirk Tillotson.
- The board was requested to review the dashboard, weigh in on their areas and provide additional information to their areas
- Dr. Dingus requested Tracy assist with the maintenance of the dashboard file.

- The board reviewed a breakdown of individual responsibilities:

Student Academic Achievements	o	Dennis/Colette
Parent/Teacher Conferences	o	Colette/Teachers
School Culture	o	Jennifer
Staffing	o	Jennifer
Staff Participation	o	Colette
Survey Creation (5-6 questions)	o	Jennifer
Curriculum Committee	o	Diane
Lottery Task Force	o	Ellen
Facilities	o	Rod
Fund Raising	o	Paul/Rod
Student Support Task Force	o	Diane

Meeting adjourned 7:28 pm

Next Meeting – December 19th, RCMCS, 30 Hart Street – 6pm

Rochester Career Mentoring Charter School

Board of Trustees Resolution

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

on__December 19, 2012__date

at____ 6:00 PM__ time

at__ RCMCS, 30 Hart Street, Rochester, NY__ location

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

We will work with M & T Bank to secure a line of credit for the Career Mentoring Charter School.

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

Authorize a line of credit for \$50,000 from M & T Bank

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

1. +Dr. Dingus-Eason, President
2. +Kevin McCormick, Vice- President
3. +Dianne Spang, Secretary
4. +Christine Hill
5. Ellen Tomasso
6. +Roderick Green

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

Signature of Secretary

Date

Dianne Spang

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: January 16, 2013 at RCMCS, 30 Hart Street, Start time: 6:00 PM

Present: Dr. Jeannine Dingus-Eason, Kevin McCormick, Christine Bakewicz, Tracy Larkins-Hobbs, Rod Green, Dennis Francione, RaAnn Coleman

Guests: Jennifer Borsa, Colette Catteau, Victoria Best

December Minutes: Dr. Dingus-Eason moves to postpone approval of the December meeting minutes and the appointment of Mrs. RaAnn Coleman to the parent board voting seat until the February board meeting

Public Comment

- None

Presidential Moment

- Dr. Dingus reflected on the December board meeting. She distributed a presentation titled "How Do We Right the Ship". Board members reviewed the presentation. The presentation was designed to stress the importance of not letting difference of opinions cloud our vision. She also mentioned the importance of maintaining the dashboard and keeping it up-to-date. She asked for volunteers to create and manage a sub-committee for funding. Rod and Paul offered to head this task and stated they will create a survey for funding questions. The last Tuesday of each month, the "E" board will meet.

CEO Report

- Mr. Francione invited our newest staff member – Mrs. Victoria Best, Coordinator of Internship to the meeting. Mrs. Best provided an overview of what steps she is taking in networking and connecting with community business leaders to buy into the school's vision. She has scheduled many presentations from community leaders and business leaders through the end of the school year. Several have expressed an interest in developing partnerships with the school and making reoccurring visits.
- Dennis reviewed 2013-2014 school calendars. He is seeking approval during the February meeting.

- The group reviewed Dennis's CEO Help List. The list consists of 2013-2014 items identified by the CEO as areas in need of assistance from BOT members. Dennis identified BOT member who may be of assistance in these areas.
- Dennis discussed the commitment made for a partnership for our students by Nazareth College.

Curriculum and Development

- Colette provided an overview of the NWEA lexile scoring system. She discussed the percentage of students that are lacking literacy. 50% are reading below grade level with 5 to 6 students reading at grades 1st to 3rd. Questions were raised: What can we do to change this? What help can NWEA provide the staff after our school made the investment in NWEA products. Jennifer stated with the purchase of the products, it includes links, videos and consultants. The school will contact NWEA for support and also use Diane Spang's contacts to see where we might utilize the existing information. The board asked Colette to let them know if additional funding would be required to hire a consultant to help us with the interpretation of the data supplied by NWEA. The board requested the results of the midterms be sent.

Financial Report

- None

Committee Reports

- None

New Business

- All paperwork has been submitted to the state of New York for the appointment of Ra'Ann Coleman to the parent board seat. Voting will occur at the February meeting.
- Sue Givens is our new representative from NYSED Charter School Division.
- There is a board seat open, everyone was asked to provide suggestions of people that may add to the board. Perhaps someone with a marketing or public relations background. It was suggested perhaps someone from Monroe Community College, where a partnership can be formed.

Meeting adjourned 6:53 pm

Next Meeting – January 16th, RCMCS, 30 Hart Street – 6pm

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: New Board Member (Re'Ann Coleman, Parent Representative)

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

on February 20, 2013 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

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

Accept the recommendation for the assignment of a new board member, Re'Ann Coleman, Parent Representative. Appropriate documentation to seat this board member was sent to the NYSED Charter Schools Office.

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

Grant the recommendation of this board to accept Re'Ann Coleman as a new member of the Board of Trustees for RCMCS. Re'Ann will fulfill the duties of a trustees member for a two-year period beginning this date (2/20/13).

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

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

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

Dianne Spang
Signature of Secretary

1/20/13
Date

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: 2013 -2014 School Calendar

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

on February 20, 2013 date

at 6:00 PM time

at RCMCS, 30 Hart Street location

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

Accept the implementation of the 2013 – 2014 School Year Calendar

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

Approve the adoption of the new calendar for the 2013 – 2014 School Year and that this calendar will be shared with all pertinent parties, such as Rochester City School district and Genesee Regional Transit Corporation (RTS).

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

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

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

Dianne Spang
Signature of Secretary

1/20/13
Date

Dianne Spang

Rochester Career Mentoring Charter School's 2013-14 Calendar

July 2013

August 2013

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**August 19 - 21 (Summer Bridge Program)
8 days**

September 2013

October 2013

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**September 2 (Labor Day)
20 school days**

**October 7 (Columbus Day)
22 school days**

November 2013

December 2013

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**November 11 (Veteran's Day)
November 27 - 29 (Thanksgiving Recess)
17 school days**

**December 23 - January 2 (Winter Recess)
15 school days**

January 2014

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
*27	28	29	30	31

January 1 (New Year's Day)
 Staff Development (January 3)
 January 20 (Dr. Martin Luther King, Jr.)
 19 school days

February 2014

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

February 24/25 (President's Day Recess)
 18 school days

March 2014

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Staff Development (March 14)
 20 school days

April 2014

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

April 18 - 25 (Spring Recess)
 16 school days

May 2014

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 26 (Memorial Day)
 21 school days

June 2014

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	**17	18	19	20
23	24	25	26	29
30				

21 school days

Summer Staff Development Days: 22 days
School is in session: 197 school days
Vacation/Recess days: 25 for staff; 25 for students
School begins 9 th Grade Summer Bridge: August 19, 2013/All Students: August 26, 2013
Professional Development Days for Staff: January 3 & March 14 (Students off)
Final Advisement Days: June 29, 30

- * subject to NYS Education Department's Regents Mid-term Exams schedule: January 27 - 30, 2014
- ** subject to NYS Education Department's Regents Final Exams schedule: June 17 - 26, 2014

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: February 20, 2013 at RCMCS, 30 Hart Street, Start time: 6:00 PM

Present: Dr. Jeannine Dingus, Kevin McCormick, Tracy Larkins-Hobbs, Rod Green, Dennis Francione, Paul Clark, Diane Spang

Guests: Jennifer Borsa, Mindy & DaQuann Brown, Dan McFarlane, Alicia Cordaro, Lauren Lesce

December Minutes: Dr. Dingus moves to approve the December meeting minutes. Kevin motioned for approval, Diane seconded the motion.

January Minutes: Dr. Dingus moves to approve the January meeting minutes from last month. Kevin motioned for approval, Diane seconded the motion.

Public Comment

- Mrs. Brown, mother of student DaQuann Brown stated how proud she was of the work the school is doing with her son. Rod reflected on the positive interaction he had when he met DaQuann.

CEO Report

- Dennis motioned to approve the 2013-2014 school calendars. Dr. Dingus suggested additional dates be added to the calendar such as payroll and days off. Dennis said the dates will be added. Chris Hill moved for approval, Paul seconded the motion.
- Dennis provided an overview of his meeting with Pathways to Peace representative, Beverly Johnson and their discussion around creating a partnership.
- Teachers Dan McFarlane, Lauren Lesce, Alicia Cordaro and student DaQuann Brown did a skit displaying interaction of students and teachers during morning advisement. Dr. Dingus and Diane provided positive comments how the advisement meetings unfold. Paul commended the teachers on their skill development and handling of the students. He suggested having teachers take a professional development training session in this

area. Chris was pleased with the trust the teachers are building with the students. Kevin said the teachers are viewed as facilitators of the meetings.

- Dennis said student midterm data will be presented at the next meeting.

Curriculum and Development

- Updates to be provided at March meeting.

Financial Report

- January financials have been sent to the board. The SUNY renovation grant was not granted to the school. The school currently had 81 students at the end of the month and we budgeted for 80 students before the end of the month for 2013-2014.
- The 1099 and W2 forms have been mailed. Most employees enrolled in the 403B plan. The school will attempt to maintain the 4% match for staff during the 2013-2014 school also. Funding is tight for this year and next year but everything is on track.
- It was suggested for year three the board should seek the purchase of a building. The Rochester City School District has been very good with getting payments to the school on time.
- Jennifer and Chris reviewed the Title 1 information to assure it was correct and up to date. Jennifer is redoing the two year CSB grant. It was suggested the school should start to save funds and the Title1 should double next year.
- Dennis will be meeting with the Farash Foundation on Thursday, February 21st at 1pm to discuss funding.

Committee Reports

- Paul and Rod met, presented their gift goal chart, goal to raise \$100k - \$175k for next year through foundations. They stated the requests for funding would need to be specific as to what it is for and what it will be used for. The application cycle will also need to be determined. Some companies on the radar for funding are: Key Bank, M&T Bank, Wegmans, Daisy Marquis-Jones, Wal-Mart, First Niagara Bank, Jasco. The United Way was also mentioned and it was suggested to work with Dan McFarlane.
- Paul suggested a needs assessment be created and implemented in the RFP. Paul stated his company has a needs assessment tool that may be used. Questions around the use of the assessment are: How do we disseminate the tool for consistency when meeting and creating a timeline. What will the reporting requirements be? What about adding a development person?
- The question was posed when will the students and teachers be taking the survey provided by comet? Jennifer said she will send a sample to the board for review.

Personal & Hiring

- Chris Hill reviewed the CEO evaluation. It is due to the board by the end of April.

New Business

- Dr. Dingus revisited the dashboard spreadsheet.
- Diane suggested creating general informational meetings.
- Diane to send Dennis job readiness and college fair information.
- The executive committee met and reviewed the leadership team changes.
- A motion was made to approve Ra'Ann Coleman to the parent seat on the board. Kevin moved to accept the motion, Diane seconded the motion.
- Board seat remains open.

Meeting adjourned 7:28pm

Next Meeting – March 20th, RCMCS, 30 Hart Street – 6pm

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: March 20, 2013 at RCMCS, 30 Hart Street, 3rd Floor, Start time: 6:00 PM

Present: Kevin McCormick, Tracy Larkins-Hobbs, Rod Green, Paul Clark, Diane Spang, Christine Hill and Christine Bakewicz

Guests: Jennifer Borsa, Colette Catteau

February Minutes: Kevin moves to approve the February meeting minutes. Chris motioned for approval, Paul seconded the motion.

Public Comment

- None

CEO Report

- Handout Provided
- Attendance 95% each day at Rochester Career Mentoring Charter School. In comparison to the Rochester City School District which reported 86% daily attendance.
- Midterm Data
 - Credit recovery classes have been arranged for Earth Science and Integrated Algebra failures.
- Rod commended the staff on the amount of students that passed Global History.
- 78 applications received for the lottery at this point in time but will lose some to attrition. At this point in time, not sure of the number of current students who will be returning.

Financial Report

- Financial report not due to the state until 4/1/2013. Will be emailed to the BOT next week.
- School received \$28,000 from CSP and \$8,000 from Title I funds.

Committee Reports

- The committee needs to schedule a meeting. Tracy and Colette will propose a couple of possible dates to meet.

New Business

- Meetings do not have to end @ 7:30; a member may suggest extending a meeting by 30 minutes.
- Teacher's survey was tolled this week. There was one low area and all others areas were good. Three page hard copy was sent to parents by 4/1 and will be completed by the next BOT meeting. Students to complete a three page survey by the end of next week. The student survey will be taken by all students at once. Reports will be available at the next meeting.
- Chris Hill stated that the dashboard will show monitoring components of data to help with the CEO evaluation and NYS reviews. Chris Hill mentioned the XYZ scorecard template and would like the school to begin collecting data using the scorecard (month to month). The scorecard will show what period of time we are losing students and teachers. Rod asked if there was an existing template that could be used. Kevin suggested checking with the Children's Institute. This document will be sent prior to the next BOT meeting. It was decided to wait to approve this motion of implementing the XYZ scorecard. The motion will be to explore creating a scorecard.
- New board member, nominate Dave Passero by Rod. Passero Engineering, Fundraising and Development. Rod will forward bio and resume to BOT for review. Dave Pasero would be invited to the next meeting.

Meeting adjourned 6:34pm

Next Meeting – April 17th, RCMCS, 30 Hart Street – 6pm

Rochester Career Mentoring Charter School



BOARD OF TRUSTEES MINUTES

Date: April 17, 2013 at RCMCS, 30 Hart Street; start time: 6:00 PM

Present: Dr. Jeannine Dingus-Eason, Christine Hill, Kevin McCormick, Christine Bakewicz, Rod Green, Dennis Francione, and RaAnn Coleman

Guests: Jennifer Borsa and David Passero

March Minutes: Will be available and approved at May's BOT meeting.

Public Comment

- None

CEO Report

- The board welcomed David Passero as a candidate for the BOT vacant position. Mr. David Passero's Board Assurance Statement was reviewed by all members before the meeting and the BOT had a very good conversation with Mr. Passero.
- CEO Fishbowl celebration of all in attendance was a very positive presentation by both parents and students.
- Survey results (Comet): we reviewed the results of the student, parents and teachers. Next meeting Jennifer will follow-up with more details of the "safety and respect" category.
- Results of the Lottery that was held on April 9, 2013 and 80 students were selected to be enrolled as 9th graders for the 2013 – 2014 school year. Parents of those students selected will receive an acceptance letter in the mail by April 22.

Curriculum and Development

- None

Financial Report

The 2013-2014 budget was submitted to the board. Dr. Jeannine Dingus-Eason moved to approve the budget, approved by Rob Green and seconded by Christine Hill and Board approved

Committee Reports

- Personnel; Christine Hill spoke about the CEO evaluation format; the committee is meeting with Dennis next week to agree on the format and report back to the Board next month on the status. Christine and Jennifer had a meeting with Paychex to review the employee handbook for legal and other updates that may be required.

New Business

- Christine Hill presented a draft of the RCMCS score Card to the BOT. Various Board members will review the draft, make changes and submit to the Board next month.

Meeting adjourned 7:45 pm

Next Meeting –May 15th, RCMCS, 30 Hart Street at 6pm

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: 2013-2014 Budget

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

on April 17, 2012 date

At 6:00 PM time

at 30 Hart Street, Rochester, NY 14605 location

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

The 2013-2014 budget is conducive to the appropriate operations of the charter school. It is evident that the budget is fiscally sound and balanced.

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

Approve the 2013 – 2014 school year budget.

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

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

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

Dianne Spang
Signature of Secretary

4/17/13
Date

Dianne Spang

Board of Trustees Resolution of: (acting) Educational Leader

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

on April 17, 2013 date

at 6:00 PM time

at RCMCS, 30 Hart Street, Rochester, NY location

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

Accept the recommendation of the CEO for the assignment of (acting) Educational Leader for the remainder of 2012 – 2013 school year beginning May 6, 2013. The following staff member holds a NYSED teaching certification in Secondary Education and Special Education and has experience as both leader and supervisor in business.

1. Daniel McFarlane, High School Special Education

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

Grant Daniel McFarlane an extension to his teaching contract beginning May 6, 2013 and ending June 30, 2013. Upon his pro-rated salary of \$46,000 with appropriate contractual health/dental benefits and retirement plan, Mr. McFarlane will be compensated \$3,000 for duties serve as (acting) Educational Leader. This teacher fulfilled the mandatory criminal background check.

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

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

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

Dianne Spang
Signature of Secretary

4/17/13
Date

Dianne Spang

[RCMCS BOARD OF TRUSTEES MINUTES]

Date: Wednesday, May 15th, 2013 at RCMCS, 30 Hart Street: Start time 6:00pm

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

Staff: Jennifer Borsa, Kimberly VonBuren

May Minutes: Will be available and approved at June's BOT meeting

March Meeting minutes approved: 1st: Kevin, 2nd: Paul

April Meeting minutes approved: 1st: Paul, 2nd: Kevin

Public comment: None

CEO Report:

A: Program updates:

- Into Year 2 and Master Schedule. Looking at next year's room assignments and will be renting Gym area at Hart Street. 2013 - 2014 Master Schedule is good to go for scheduling students.
- RCMCS' courses for 9th and 10th grades will be 75 minutes (4 days X 75 minutes per day = 300 minutes, which is well over State per class requirement). 9th grade classes will also have 75 minute blocks including a 45 minute Advisory/Career period every day.
- Wednesday's will be Career Day Training and Research, which will include Foreign Language and Physical Education.
- Advisement-Career will be combined into one block. Wednesday release time will be 11:30 and in the afternoon staff development will increase from 12 noon to 4:00 pm. Staff development will include a constructivist classroom, curriculum development, addressing the common core, advisement and career choices, team building, etc.
- Dr. Jeannine Dingus-Eason has suggested a walk thru of a master schedule, such as the day in the life of 9th /10th graders. **This will happen at the next board meeting.**
- Handout: Professional Development Plan Summer 2013

B: Staff Development:

- Several teachers are participating in the Career Choices Conference in Los Angeles, California. Dennis will be conducting one of many workshops at the conference.

C: Regents Testing:

- Information will be provided at the June BOT meeting.

[REDACTED] RCMCS BOARD OF TRUSTEES MINUTES

D. New 9th grade Registration: (Jennifer):

- Average Daily Attendance (ADA) is at 96 percent

Curriculum and Development: None

Financial report:

- Looking at Insurance accounts (Liability, etc.)

Committee Reports:

- Updated score cards, but may need changes in the future. Need to develop some specific targets and benchmarks. We should do a final for this school term 2012-2013 and begin using score cards next school term 2013-2014.

New Business:

- Student & Family Support Center will be developed this coming school year 2013-2014. This center will strengthen our school culture and connection with parents, teachers, and students. The Support Center will work collaboratively with all of the agencies that will encompass the program. The Center will be staffed appropriately.
- David Passero was approved unanimously as a new Board of Trustees member.

Adjournment: 7:30 pm

Next Meeting: Wednesday, June 19, 2013

Rochester Career Mentoring Charter School

Board of Trustees Resolution of Coordinator of Internships Contracts

We, being all the trustees of this charter school consent and agree that the following resolution was made on June 19, 2013 date at 6:00 PM time at RCMCS, 30 Hart Street 14605 location

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

Accept the recommendation of the CEO for the assignment of the following leadership staff member to the position of Coordinator of Internships for 2013 - 2015.

1. Victoria Best - Coordinator of Internships

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

Granted a two-year contract beginning July 1, 2013 and ending June 30, 2015 to the aforementioned leader, Victoria Best's salary will be \$55,000 with appropriate contractual health/dental benefits and retirement plan with a 3% increase in year two. Victoria Best fulfilled the mandatory criminal background check.

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

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

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

Dianne Spang Signature of Secretary 6/19/13 Date

Dianne Spang

Board of Trustees Charter Resolution

Rochester Career Mentoring Charter School

Rochester Career Mentoring Charter School

Board of Trustees Resolution of Educational Leader Contracts

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

on June 19, 2013 date
at 6:00 PM time
at RCMCS, 30 Hart Street 14605 location

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

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

1. Daniel McFarlane - Educational Leader

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

Granted a one-year contract beginning July 1, 2013 and ending June 30, 2014 to the aforementioned leader. Daniel McFarlane's salary will be \$65,000 with appropriate contractual health/dental benefits and retirement plan. Daniel McFarlane fulfilled the mandatory criminal background check.

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

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

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

Dianne Spang Date 6/19/13
Signature of Secretary

Dianne Spang

Rochester Career Mentoring Charter School

Board of Trustees Resolution of Teacher Contracts

We being all the trustees of this charter school consent and agree that the following resolution was made on June 19, 2013 date at 6:00 PM time at RCMCS, 30 Hart Street 14605 location

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

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

1. Kristin Manwaring - Global History & Geography
2. Zack Arthur - English 9
3. Joanna Bertolino - Chemistry
4. Micah Court - Geometry

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

Granted a one year contract beginning July 22, 2013 and ending July 19, 2014 to the aforementioned teachers. Teacher salary will be \$45,000 with appropriate contractual health/dental benefits and retirement plan. Each teacher fulfilled the mandatory criminal background check.

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

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

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

Dianne Spang Date 6/19/13
Signature of Secretary

Dianne Spang

Board of Trustees Charter Resolution

Rochester Career Mentoring Charter School

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Executive Director of Operations & Finance Contracts

We being all the trustees of this charter school consent and agree that the following resolution was made on June 19, 2013 date at 6:00 PM time at RCMCS, 30 Hart Street 14605 location

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

Accept the recommendation of the CEO for the assignment of the following leadership staff member to the position of Executive Director of Operations and Finance for 2013 - 2015

1. Jennifer Borsa – Executive director of Operations and Finance

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

Granted a two-year contract beginning July 1, 2013 and ending June 30, 2015 to the aforementioned leader. Jennifer Borsa's salary will be \$75,000 with appropriate contractual health/dental benefits and retirement plan with an increase to \$80,000 in year two. Jennifer Borsa fulfilled the mandatory criminal background check.

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

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

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

Dianne Spang 6/19/13
Signature of Secretary Date

Dianne Spang

Board of Trustees Charter Resolution

Rochester Career Mentoring Charter School

Rochester Career Mentoring Charter School

Board of Trustees Resolution of: Teacher Contracts

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

on June 19, 2013 date
at 6:00 PM time
at RCMCS, 30 Hart Street 14605 location

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

Accept the recommendation of the CEO for the continued assignment of the following teaching staff for the 2013 - 2015 school year.

1. Tina Harrity - Special Education/History 9/10
2. John Cronin - English 10
3. Alicia Cordaro - Global History & Geography & Mentoring
4. Lauren Lesce - LOTE/ESOL
5. Kimberly McCormick - Physical Education

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

Granted a two year contract beginning July 22, 2013 and ending July 20, 2015 to the aforementioned teachers. Teacher salary will be based on an approximate 3% salary increase each of the two years based on \$46,000 with appropriate contractual health/dental benefits and retirement plan.

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

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

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

Dianne Spang Date 6/19/13
Signature of Secretary

Board of Trustees Charter Resolution

Rochester Career Mentoring Charter School

Rochester Career Mentoring Charter School | 2013 Enrollment and Retention

Student Recruitment Plan

Rochester Career Mentoring Charter School (RCMCS) admits students without regard to race, creed, ethnicity, disability, or socio-economic background. We enrolled 88 students in grades 9 during our first year. The school implemented its application and enrollment process for 80 new students for the 2013-2014 school year, including a minimum of 16% of the seats for students with disabilities and a minimum of 10% of the seats for English Language Learners (ELL).

For the 2012 – 2013 school year, RCMCS enrolled (based on 88 enrolled students):

- Students with disabilities: 15%
- ELL students: 4%

The additional method for future recruitment of students includes:

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

Attracting and Retaining Students with Disabilities

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

Rochester Career Mentoring Charter School | 2013 Enrollment and Retention

express interest in learning more about how RCMCS will meet the needs of their child. It is our goal to retain the highest number of enrolled students with disabilities.

Description to Attract and Retain English Language Learners:

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

Rochester Career Mentoring Charter School

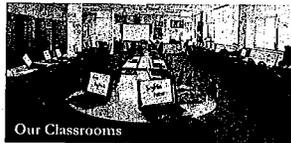
With a Career Mentoring focus,
We Care About Your Future!



Mission

Rochester Career Mentoring Charter School (RCMCS) is a model secondary school offering a community of diverse learners in the City of Rochester a small personalized 9th through 12th grade high school that engages each student in career exploration, college preparation, and rigorous academic standards. Our charter school's project-based learning approach will infuse the career and college readiness into an academic instructional program based on the New York State Regents curriculum. Our charter school will graduate every student with a Regents diploma and the academic and technical skills needed for today's workforce and/or entrance into college.

www.rcmcs.org
(585) 232-1045



Our Classrooms

**RIGOR
RELEVANCE
RELATIONSHIPS**

Rochester
Career Mentoring
Charter School
30 Hart Street,
Rochester, NY 14605
www.rcmcs.org



CALLING ALL 8th GRADERS NOW!



Rochester
Career Mentoring
Charter School

We Care About Your Future



www.rcmcs.org



Objectives

To offer a secondary school model that is based on student career interest, choice, and input. The primary goal of the school will be to address the New York State common core standards and assessments with a student-centered, project-based curriculum, where students' career interest and goals drive the instructional plan.



Features

- Small school community.
- Student-centered instruction based on student career interest and goals.
 - Learning experiences extended beyond the classroom and provided within flexible schedules.
- Students' learning styles recognized as a strength-base and learning perspective for success.
- Advisory and career mentoring program for each student.
- Data-driven accountability
 - Use of technology as a learning source.
- Students participate in work-studies through participation in local businesses through an internship program..
- Students complete final projects and exhibitions linked to career-based studies and work-related experiences.

Curriculum

- Linked to student interests, goals and objectives.
- Aligned to common core standards.
 - Use of a Project-based Learning Model.
- Presentations and exhibitions of student work.
- Integrates skills needed for success in the workplace or in higher education.
- Instruction delivered in a workshop model with project-based activities and assessments.
 - Learning enhanced through technology.
- Incorporates character-building and citizenship.
- Build on positive interactions that develop student confidence and sense of well-being.
 - Online learning.
- Career development/Internships.

Components of the Teacher Advisory Program

1. Each student is assigned an advisor.
2. Each advisor is assigned to a maximum of 14 students.
3. Students meet with advisors each morning and afternoon.
4. Students have the same advisors for the entire high school experience.
5. Advisors work to link students with businesses and colleges.
6. Advisors plan with students and coordinate career interest activities.
7. Advisors guide and support students in completion of senior projects.
8. Advisors assess projects, activities, and/or events for immediate feed-back.

RIGOR
RELEVANCE
RELATIONSHIPS

www.rcmcs.org



30 Hart Street, Rochester, NY 14605 • (585) 232-1045



Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/720ac1246f244df00a7802cb6a5>

Page 1

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

1. Trustee Name:

Christina Bakewicz

2. Charter School Name:

Rochester Career Mentoring Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: Board Member
-

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

No

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

No

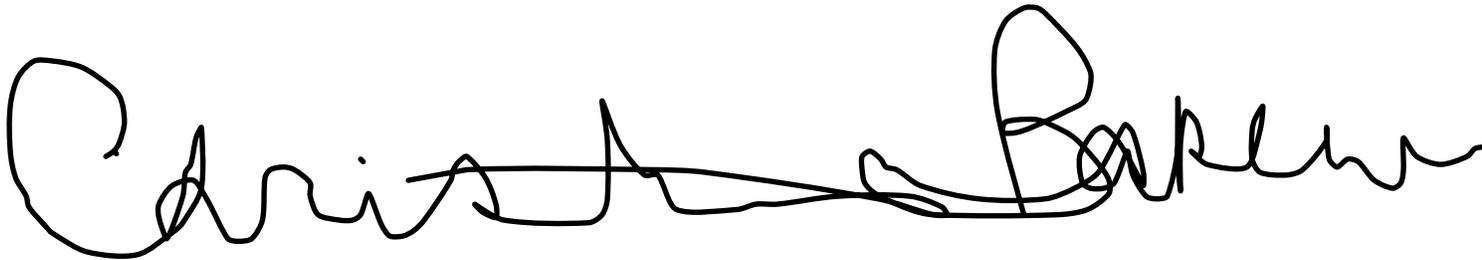
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Chris J. Baker". The signature is written in a cursive, flowing style with some overlapping letters.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 01, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/9487eb85ca603a37dfa4edbb68>

Page 1

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

1. Trustee Name:

Paul Clark

2. Charter School Name:

Rochester Career Mentoring Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

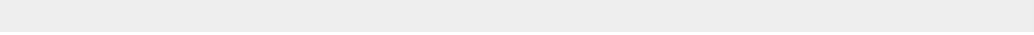
5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

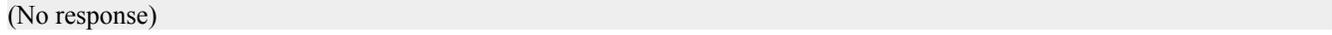
6. *Daytime Phone Number:

[REDACTED]

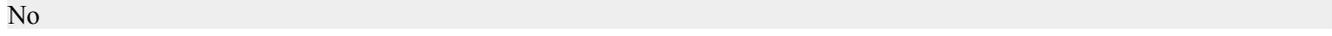
7. *E-mail Address:

 
8. Select all positions you held on Board:

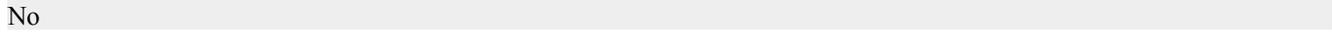
(check all that apply)


(No response)

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


No

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


No

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

No

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

Yes

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

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	The Center for Youth	Social/Emotional Supports	\$77,000	Paul Clark	Abstain from voting when contract presented
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee

Paul Clark

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 01, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/7d9d7dc2259140b76548abe842>

Page 1

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

1. Trustee Name:

Re'Ann Coleman

2. Charter School Name:

Rochester Career Mentoring Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Parent Representative
-

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

No

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

No

Page 2

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

No

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

No

Signature of Trustee

Submitted by:
Jennifer Borsa

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/09725e6730fadea9ce53bbe88d>

Page 1

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

1. Trustee Name:

Dr. Jeannine E. Dingus-Eason

2. Charter School Name:

Rochester Career Mentoring Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Chair/President
-

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

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

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

Yes

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

	Date(s) of Transaction	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	July 2013	Husband new employee of school	According to our state approved Board of Trustees bylaws, I must recuse myself from discussions and decisions pertaining to his employment. I am not his immediate supervisory, nor do I serve in a supervisory capacity for his direct reports and colleagues.	Majied H. Eason
2	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)

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

No

Signature of Trustee

Jeanine E. King -

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/044efe8fe4939fd3fad7387f2aaf>

Page 1

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

1. Trustee Name:

Roderick Green

2. Charter School Name:

Rochester Career Mentoring Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: Member
-

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

No

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

No

Page 2

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "R. J. ...". The signature is written in a cursive style with large, sweeping loops and is positioned below the "Signature of Trustee" label.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/b66abf44a2e5adf042ab45b03be>

Page 1

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

1. Trustee Name:

Kevin McCormick

2. Charter School Name:

Rochester Career Mentoring Charter School

3. Charter Authorizer:

NYC Department of Education

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Vice Chair/Vice President

• Treasurer

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

No

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

No

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

Yes

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

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	9/2012	Teacher	does not report to me report to the ed leader	Kimberly McCormick Daughter
2	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)

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

No

Signature of Trustee

The image shows two handwritten signatures in black ink. The signature on the left is a large, stylized, cursive signature that appears to be 'K. McCormick'. The signature on the right is a smaller, more legible cursive signature that appears to be 'Kimberly McCormick'.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/be29b4cecc4a49a7148b60566c>

Page 1

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

1. Trustee Name:

David K Passero

2. Charter School Name:

Rochester Career Mentoring Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: Board Member
-

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

No

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

No

Page 2

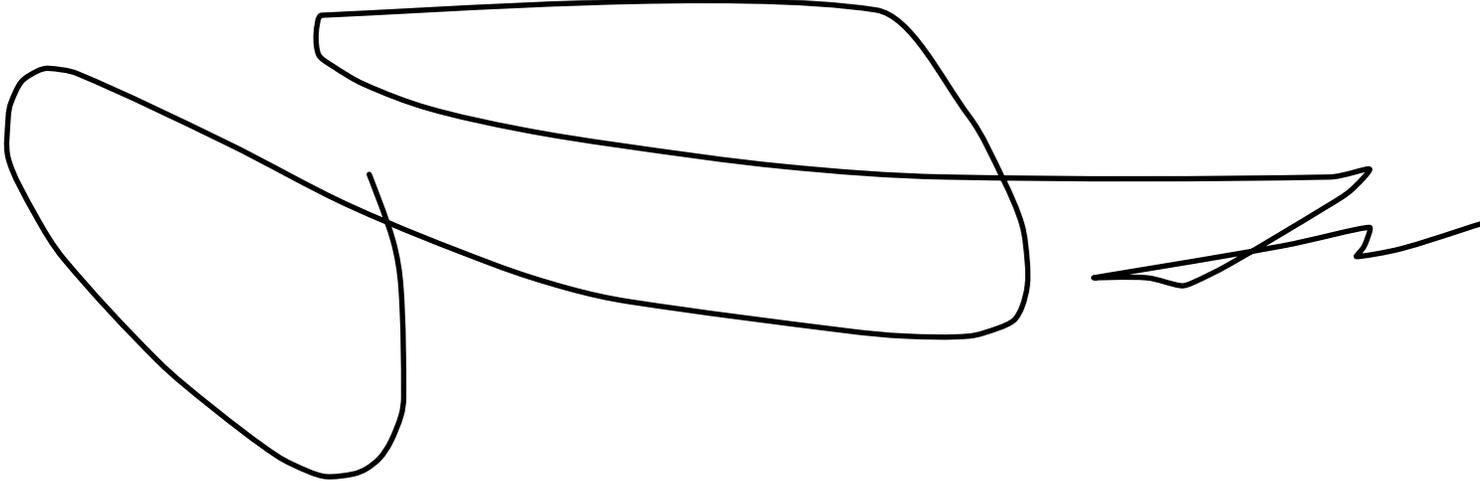
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/f7e65d2d4968932c5eb2fc8f4b6>

Page 1

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

1. Trustee Name:

Dianne I. Spang

2. Charter School Name:

Rochester Career Mentoring Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

Secretary

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

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

Page 2

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be in Arabic script, written over a horizontal line. The signature is stylized and somewhat cursive.