

**The Genesee Community Charter School at RMSC  
Board of Trustees & Education Governance Council Meeting**

**RIVER CAMPUS: DRAFT Meeting Minutes**

**October 30, 2024 | 5:30pm**

Cunningham House Studio, 657 East Avenue, Rochester, NY 14607

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**GCCS at RMSC Board Members:** Adam Koneman, Colin Orr, Annemarie Wess, Allison Shultes, Kendra Cadogan, Maria Oliver

**Board Members Present:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Board Members Absent:** Annemarie Wess

**Board Vacancies:** RMSC Representative (2), Community Representative (1), Parent Representative (1)

**Educational Governance Council Members:** Kemouy Bhalai, Allison Carlson, Elizabeth Mascitti - Miller

**Present:** Kemouy Bhalai, Allison Carlson, Elizabeth Mascitti - Miller

**Absent:**

**Invited Guests:**

- *General Counsel:* **Kirsten Barclay**
- *GCCS Operations Coordinator:* **Maureen Milke**
- *GCCS Accounting & Payroll Specialist:* **Robin Blew**
- **Eron Damercoy\***
- **Ben Clarke**
- **Betsy Serapilio**
- **Lindsay Tarnoff**
- **Teresa Zappia-Sinicropi**

**Legal Counsel Present:**

**Legal Counsel Absent:** Kirsten Barclay

NOTE: \* indicates that person participated remotely via ZOOM; names in **BOLD** are not eligible to vote

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**REGULAR AGENDA ITEMS**

**1. Welcome, Welcome Guests, Call to Order, Roll Call (Greeting), Review Meeting Logistics, Agenda Review and Approval**

- Welcome & Welcome Guests
- Call to Order: Colin Orr called the meeting to order at 5:37pm.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

**Motion 20241030.1**

Upon motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, that the October 30, 2024 Agenda for the GCCS at RMSC meeting of the Board of Trustees be approved.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** none

**Abstaining:** none

**Motion 20241030.1 Passed:** 5 to 0

**2. Review & Approve Minutes**

The Board reviewed and approved the minutes from the meetings in the last month.

**Motion 20241030.2**

Upon motion of Colin Orr, and duly seconded by Adam Koneman RESOLVED, that the Meeting Minutes from the September 25, 2024 GCCS at RMSC Board of Trustees Meeting be approved.  
**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver  
**Voting in the negative:** none  
**Abstaining:** none  
**Motion 20241030.2 Passed:** 5 to 0

## OPEN FORUM

### 3. Future Agenda Topics/and or Public Comment

Colin opened the meeting up to public comment at 5:39 pm. No public comments were made.

- *Allison (GCCS Secretary) that there was an email from a GCCS Parent requesting access to the recent Board Meeting Minutes (beginning in July 2024) and that the link on the website hadn't been updated to make those public. Beth will be working with her team to correct that ASAP.*

### 4. Executive Director Update: Enrollment, Attendance & Facilities Updates

Beth shared updates on the following topics:

- Data Updates:
  - *Enrollment:* Currently fluctuating between 209 - 211 enrolled students; budgeted goal is 217. The gap is primarily in 6th grade (historically don't enroll students in 6th grade). Enrollment for next year opens on 12/1 with the Lottery beginning in April.
  - *Attendance & Absenteeism:* Attendance overall is looking solid but some signs of chronic absenteeism (3+ absences at this point in the year) popping up (23%). School Leaders are looking at attendance policies and ensuring systems are in place so families are notified every time their student is out.
  - *Suspensions:* There have been suspensions in 4th grade at both campuses.
- Campus Facilities Updates:
  - **River:** Beth has had another meeting with RMSC leader Hilary Olson (more to come on that next meeting); playground equipment repair will be completed next week, and the team has been assessing and completing other minor repairs in the building.
- Review of Upcoming School Events: The board reviewed a calendar of events relevant to school events and programs that having Board members at will be important (i.e. Exhibition nights, Passage Ceremonies, Charter Advocacy Days, etc.) Moving passage locations: Flour City will be at the River Campus in the Auditorium and River Campus will be held at East High School (East High school space is free to use).
- Test Scores Review: Data was shared on diagnostic information/baseline results on where students are at, at a high level, so far this fall for both campuses. Beth shared insight to the Board on how to read the results: Green (base level;/on grade level); Yellow (1 grade level or below); Red (more than one grade level or need additional support (red). School Leaders shared insight into factors possibly affecting these scores: new students at different grade levels, summer regression, etc. and steps being taken to support student needs and to ensure growth which include but are not limited to: multi-tiered systems of Supports; intervention support to students; weekly coaching and data review with teachers, and high quality professional development. Board Members shared interest to see comparison on how these scores compare to RSCD, NYS and nationally. Overall, there is work to do across both campuses and in all grade levels.
  - **River:** Overall student results in ELA, 32% of students are at base level and in Math 13% of students are at base level.

### 5. Committee Updates: Committee Updates - Colin Orr

- a. **Finance Committee** - September 2024 Financial Review; Audit Report for Heveron & Company; Audit Approval

September 2024 Financial Review - *Maria Oliver*

Maria gave a report from the Finance Committee on the financials from September and shared updates on Title Funds, food service payments & expenses, open positions (Student Culture Coordinator), increased costs due to increased ASL interpretation requests.

Audit Report from Heveron & Company - *Jeanne Beutner, CPA*

Jeanne shared that a clean opinion was reported on our financial procedures and processes. There were no material weaknesses (or deficiencies) found; improvements on recommendations made during last year's audit were reported. The audit reviewed financial statements and made one recommendation (signing off on timesheets and adding notes for any extra time worked) for future actions that will support the review by the State Comptroller.

- o **River:** highlighted larger expenses outside the norm and other significant financial line items (i.e legal expenses, food services expenses, copy expenses, loans due to River from Flour)
- o **Flour:** highlighted larger expenses outside the norm and other significant financial line items (i.e. the significant delay from NY for the SSF Grant and the implant of waiting on that \$200K; bathroom renovations; paid down bank loans; new grade level; food services expenses were higher; legal expenses)

**Motion 20241030.3**

Upon motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to approve the Audit Report for GCCS at RMSC as presented by Heveron & Company CPAs pending the revision of the language on page 5 to reflect the loan made from a draw on investments was not "to the River Campus" but "from the River Campus to the Flour Campus".

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** none

**Abstaining:** none

**Motion 20240925. Passed:** 5 to 0

- b. **Governance:** No report.
- c. **Personnel:** ED Search Committee Update - *Colin Orr*  
The Personnel & ED Search Committees worked on updating the hiring process and have a clear path for moving forward with that. The ED Search Committee is currently working in the sourcing phase of finding candidates and job descriptions and information is now posted on LinkedIn (and it hasn't even been boosted yet!). Debbie Harper reports that many candidates are coming forward and the pool of candidates is growing and the work is happening within the scope of her work and budgeted funds. The Search Committee has a process in place to narrow that pool of candidates to 6-8 individuals and then work from there to decide who makes the interview rounds.
- d. **Education:** Education Committee Charter Draft for 2024-2025 - *Adam Koneman*  
The Education Committee had their first meeting and the goal of the meeting was to develop their committee charter and set clear expectations on the responsibilities of the Committee, structure for reporting back to the board, meeting times and the overall scope of what that team will be working on.
- e. **Community Development & Engagement:** Updates - *Teresa Zappia-Sinicropi*  
The CEC is wrapping up the charter and the goals of the group and to really focus on identifying some of the gaps that the Committee can help support around communication, fundraising, connecting with our stakeholders and sharing that with the community at large.
- f. **Diversity & Racial Equity:** No report.

## OUTSTANDING BUSINESS

7. None.

## NEW BUSINESS

### 8. Facilities Task Force

Colin shared an update from a meeting with leadership at RMSC about future discussions around the facilities for GCCS at RMSC—our lease at RMSC runs through the end of next year and discussions should begin now so we can be prepared when that time comes. The Board will be exploring reactivating the Facilities Task Force for further work relating to facilities at both campuses.

## EXECUTIVE SESSION

9. Executive Session was not called at this meeting.

## MEETING WRAP-UP

### 10. Review Actions & Agreements, Confirm Meeting Dates

#### Action Items/Reminders:

- Next Meeting Date: Wednesday, November 20, 2024 | 5:30 - 7:30pm

#### Adjournment:

##### **Motion 20241030.4**

Upon Motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, that this meeting of the GCCS at RMSC Board of Trustees be adjourned at 7:28 pm.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20241030.Passed:** 5 to 0

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Respectfully Submitted,  
Allison Shultes  
Secretary of GCCS at RMSC Board of Trustees