

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

RIVER CAMPUS: Approved Meeting Minutes
October 19, 2023 | 5:30pm
Cunningham House Studio, 657 East Avenue, Rochester, NY 14607

Board Members Present: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Danielle Lavell*(left at 7:30pm), Allison Shultes

Board Members Absent: Eboni Henderson, Tasha Stevens, Annemarie Wess

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

Educational Governance Council Members Present: Kemouy Bhalai, Shannon Hillman*, Allison Carlson*

Educational Governance Council Absent:

Guests: Robin Blew (Accounting & Payroll Specialist), Melinda Perez (Heveron & Company), Nilda Nieves

Potential Board Members Present (pending NYSED Approval): Maria Oliver, Kendra Cadogan*

Legal Counsel Present:

Legal Counsel Absent: Kirsten Barclay

NOTE: * indicates that person participated remotely via ZOOM.

REGULAR AGENDA ITEMS

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

- Welcome all
- Welcome Guests
- Call to Order: Colin Orr called the meeting to order at 5:32 pm.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

Motion 20231019. 1

Upon motion of Colin Orr and duly seconded by Charlie Johnson, RESOLVED, that the October 19, 2023 Agenda for the GCCS at RMSC Board of Trustees Meeting be approved.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Danielle Lavell*, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019. 1 Passed: 6 to 0

2. Review & Approve Minutes

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

Motion 20231019.2

Upon motion of Colin Orr and duly seconded by Adam Koneman, RESOLVED, that the Meeting Minutes from the September 14, 2023 GCCS at RMSC Board of Trustees Meeting be approved.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Danielle Lavell*, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.2 Passed: 6 to 0

Motion 20231019.3

Upon motion of Colin Orr and duly seconded by Allison Shultes, RESOLVED, that the Meeting Minutes from the October 2, 2023 GCCS at RMSC Executive Committee Meeting of the Board of Trustees be approved.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Danielle Lavell*, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.3 Passed: 6 to 0

3. Financial Report - August Financial & 2023 Audit Report**August Financial Updates for GCCS at RMSC - Robin Blew**

Robin reviewed the August 31, 2023 summary sheet and the balance sheet. It was noted that enrollment is at 216 students and our budgeted goal was 220. It was noted that the Board designated funds for dissolution are still in there as required by the State.

2023 Audit Report - Heveron & Company

Melinda Perez presented the Board with a Summary of the Audit and shared why audits happen (necessary to be in compliance with NYS Department of Education), manage risks within an organization, and make recommendations on improvements.

A clean audit was reported and includes a review of controls and procedures which are believed to be good. No material weaknesses (serious control deficiencies) were identified. Updates on last year's recommendations were shared, continued recommendations were updated and new recommendations were made for this year. Written procedures should be occurring as written in practice. Of note in the Required Communications there is a new presentation and disclosures for right-of-use asset and lease liabilities due to the new lease standard in effect for the year ending June 2023 which requires leases longer than one year be represented as Right-of-Use Assets on the financial statements.

Motion 20231019.6

Upon Motion of Colin Orr, and duly seconded by Adam Koneman RESOLVED, to approve the audit for GCCS at RMSC as presented by Heveron & Company.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Danielle Lavell*, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019. 6 Passed: 6 to 0

4. Executive Director Update: Data Dashboard Changes & Updates; ED Goal Updates and Progress; EL Education Credential Application Update - Shannon Hillman

Data Dashboard Changes & Updates: The data dashboard has been published and includes updates to the Charter Renewal reports as well as the Executive Director's Goals and Process Chart at the top of the page for both schools.

ED Goal Updates & Progress: Shannon shared a new chart outlining her yearly goals as a color-coded progress report. It outlines goals from the organizational work plan, identifies monthly actions related to each goal and illustrates that the foundational work for these goals has been completed and routines and best practices for her work and the Leadership Team's have been established.

EL Education Credential Application Update: The EL Education Credentials for River Campus are up for renewal. Our application was submitted on 10/18/23 and a presentation will be completed in the Spring as this is a renewal application.

5. Committee Updates - Committee Assignments

Committee Assignments - Colin Orr

The Board reviewed current Committees (both Board designated and School run) to review committee members assignments and to make new assignments as needed given Board member changes. The goal of this is to ensure that all committees are fully "staffed" and chaired. The Community Engagement Committee will be renamed to Community Development & Engagement Committee to better represent its renewed focus on fundraising and "friend-raising".

- a. **Discipline:** No report
- b. **Governance: Board Member Openings & Chair Update - Shannon**

Board Member Openings: Danielle Lavell will be leaving her position at the RMSC and as such her seat as RMSC Representative will be vacant. This meeting will be her last.

Chair Update: This is on hold until the next board meeting.

- c. **Personnel: ED Evaluation Tool & Process Revision - Shannon**

ED Evaluation Tool & Process Revision

BreakThrough LEadership has been working with the Personnel Committee to take feedback from the last ED evaluation and compared that up to the job description, reflections sections for both the ED and Personnel Committee to use. The biggest difference to the tool is the addition of a clear timeline for the process of this evaluation to begin earlier in the year. The tool is linked into the Agenda and Board members are invited to share feedback to Colin Orr.

Approval of this tool has been moved to the November meeting agenda.

- d. **Safety:** No report.
- e. **Diversity & Racial Equity:** No report
- f. **Community Engagement:** No report
- g. **District Instructional Leadership Team:** No report.

OUTSTANDING BUSINESS

6. None.

OTHER NEW BUSINESS

7. 2023 Insurance Package Approval

Motion 20231019.7

Upon Motion of Colin Orr, and duly seconded by Kevin Sutherland, RESOLVED, to approve the insurance package for the 2023-2024 school year from Hanover Insurance for GCCS at RMSC as presented at \$10,361.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.7 Passed: 5 to 0

EXECUTIVE SESSION

8. Executive Session was called at this meeting to discuss the audit by the request of Heveron & Company.

Motion 20231019.4

Upon Motion of Colin Orr, and duly seconded by Kevin Sutherland, RESOLVED, to enter into Executive Session at 6:43pm.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.4 Passed: 6 to 0

Motion 20231019.5

Upon Motion of Colin Orr, and duly seconded by Adam Koneman, RESOLVED, to exit Executive Session at 7:08 pm.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.5 Passed: 6 to 0

Motion 20231019.8

Upon Motion of Colin Orr, and duly seconded by Allison Shultes, RESOLVED, to enter into Executive Session at 8:03pm.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.8 Passed: 5 to 0

Motion 20231019.9

Upon Motion of Colin Orr, and duly seconded by Adam Koneman, RESOLVED, to exit Executive Session at 8:21 pm.

Voting in the affirmative: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.9 Passed: 5 to 0

OPEN FORUM

9. Future Agenda Topics/and or Public Comment

Colin opened the meeting up to public comment at 8:22pm. No public comments were made.

Future Agenda Topics:

- ED Evaluation Tool Approval

MEETING WRAP-UP

10. Review Actions & Agreements - Allison Shultes

Adjournment:

Motion 20231019.10

Upon Motion of Adam Koneman, and duly seconded by Kevin Sutherland , RESOLVED, that this meeting of the GCCS at RMSC Board of Trustees be adjourned at 8:25pm

Voting in the affirmative: Charlie Johnson, Adam Koneman, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.10 Passed: 5 to 0

Respectfully Submitted,

Allison Shultes

Secretary of GCCS at RMSC Board of Trustees