

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

RIVER CAMPUS: FINAL Meeting Minutes

August 16, 2023 | 5:30pm

"The Grist Mill", 1100 S. Goodman Street, Strong Hall, Rochester, NY 14620

Board Members Present: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Board Member Arrivals/Departures During Meeting in Progress:

Board Members Absent: VACANCY: RMSC Rep (1), Community Rep.(2), Parent Rep.(1)

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

Educational Governance Council Absent:

Guests:

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

Legal Counsel Present:

Legal Counsel Absent: Kirsten Barclay

NOTE: * indicates that person participated remotely via ZOOM.

REGULAR AGENDA ITEMS

1. Welcome, Welcome Guests, Review Meeting Logistics, Call to Order, Roll Call, Agenda Review & Approval:

- Welcome all
- Welcome Guests
- Review Meeting Logistics
- Call to Order: Michele Hannagan called the meeting to order at 5:35pm.
- Roll call - A quorum is present.
- Agenda Review & Approval:

Motion 20230816.1

Upon Motion of Michele Hannagan and duly seconded by Adam Koneman, RESOLVED, that the August 16, 2023 Meeting Agenda be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.1 Passed: 10 to 0

2. Greeting - The group welcomed each other and welcomed some of the new faces around the table.

3. Review & Approve Minutes

Motion 20230816.2

Upon Motion of Allison Shultes and duly seconded by Tasha Stevens, RESOLVED, that the July 19, 2023 Meeting Minutes be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.2 Passed: 10 to 0

Motion 20230816.3

Upon Motion of Michele Hannagan and duly seconded by Kevin Sutherland, RESOLVED, that the August 7, 2023 Executive Committee Meeting Minutes be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.3 Passed: 10 to 0

4. **Financial Report** - June Financial Updates for GCCS at RMSC - *Shannon Hillman*

No financial report was given as the the auditors from Heveron & Heveron were working on site and will have a full report to present at the October meeting.

5. **Executive Director Update: ED Goals & Performance Outcomes for the 23-24 School Year** Shannon Hillman

The ED evaluation was completed during last month's meeting and the Board requested that Shannan present her goals for the 23-24 School Year. Shannon first shared an update on the kick off of the 23-24 school year (orientation started last week) and the work that the leadership team has done to codify who we are as GCCS and how we operate across both campuses as it was related to some of her individual goals for the year. Shannon shared her "major change" goals for the year which included: providing clarity of roles and responsibilities for all Leadership Team members, building habits and a proactive mindset around regular feedback and trust across staff members, plans and measurables for fundraising, grant writing and establishing a revenue stream through re-establishing the Community Engagement Committee (CEC) as well as additional operational goals (i.e. developing a plan for a successful merger) that support those changes.

6. **Committee Updates**

- a. **Discipline:** No report
- b. **Governance: Board Member Openings** - Michele

Michele announced to the group that she will be stepping down from the Board as of August 31, 2023.

Motion 20230816.4

Whereas, Michele Hannagan has served on the Board of Trustees since 7/01/2014 and as Board Chair since 10/12/18; and

Whereas, Ms. Hannagan has informed the Board of Trustees of her resignation from the position of Chair and from the Board of Trustees, effective end of day on August 31, 2023.

Therefore be it Resolved, the Board of Trustees accepts Ms. Hannagan's resignations effective August 31, 2023.

Upon motion of Tasha Stevens, and duly seconded by Adam Koneman RESOLVED, the Board of Trustees appoints Colin Orr as Board Chair, effective September 1, 2023.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.4 passed: 10 to 0

c. Personnel: 2023-2024 New Hires; Staff Handbooks Review & Approve

2023-2024 New Hire Approvals:

Kemouy presented the following candidates to the Board for consideration and approval:

Alexis Andrews has been offered a full-time classroom teaching assistant next school year at GCCS at RMSC and their acceptance is pending Board approval.

Motion 20230816.5

Upon motion of Michele Hannagan and duly seconded by Tasha Stevens, RESOLVED, to approve Alexis Andrews for a full-time (1.0 FTE) classroom teaching assistant position for the 2023-2024 school year at the annual 10-month salary of \$36,500.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.5 passed: 10 to 0

Staff Handbooks Review & Approve:

A thorough review of the handbook was completed with support from Counsel to ensure we were in compliance with all labor laws, etc. Changes to the Staff Handbook include: updates to staff titles, harassment policy has been revised and vetted, lactation policy was revised and added as it is new to New York State, revisions to clarify the definition of long-term subs, and Paid Family Leave moving forward.

Motion 20230816.6

Upon motion of Michele Hannagan and duly seconded by Adam Koneman RESOLVED, to approve the GCCS at RMSC Staff Handbook for the 2023-2024 school year.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.6 passed: to 0

d. **Safety:** District Safety Plans and Building Safety Plans Review & Approve

The building and district safety plans were opened for public comment at last month's meeting. No public comments were made.

Motion 20230816.7

Upon motion of Michele Hannagan and duly seconded by Adam Koneman RESOLVED, to approve the GCCS at RMSC Building Safety Plan for 2023-2024 school year.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.7 passed: 10 to 0

Motion 20230816.8

Upon motion of Michele Hannagan and duly seconded by Allison Shultes RESOLVED, to approve the GCCS at RMSC District Safety Plan for 2023-2024 school year.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.8 passed: 10 to 0

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

OUTSTANDING BUSINESS:

7. None.

OTHER NEW BUSINESS

8. Family Handbook Review & Approve

This was reviewed and revised by both School Leaders, Kemouy and Christine, as well as Legal Counsel to ensure that everything was updated and as clear as possible for families. A big focus of this review was surrounding the tardiness and attendance policies which now includes "late-tardy" and interventions required when a certain amount of absenteeism is reached. The Code of Conduct was not included as it is still being reviewed by the legal team but will be updated and included when complete.

Motion 20230816.9

Upon motion of Michele Hannagan and duly seconded by Kevin Sutherland RESOLVED, to approve the GCCS at RMSC Family Handbook for the 2023-2024 school year.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.9 passed: 10 to 0

9. Executive Director Evaluation Follow-Up - Michele Hannagan & Kevin Sutherland

As a follow up to discussion at the last meeting, market comps were reviewed for charter school Executive Director role and the Finance Committee (Kevin) was tasked to make a recommendation for compensating Shannon accordingly. Four other charter schools in Rochester with different numbers of students were used as comps to better understand the compensation of Executive Director roles in this area which averaged out to \$345 per student. The recommendations were based on GCCS's number of students and projected growth over the next 4 years.

Motion 20230816.10

Upon motion of Kevin Sutherland and duly seconded by Michele Hannagan
RESOLVED, that

Whereas, in the 2022-23 school year, the board created a position of Executive Director;
and

Whereas, the board recently completed a compensation analysis to determine the market rates in Rochester-area charter schools.

Therefore be it Resolved, effective immediately, the salary for the Executive Director for the 2023-24 school year shall be adjusted as follows:

2023-24 school year - 10% increase (= \$109,417)

And Therefore be it Resolved, effective immediately, the 0.6 FTE 12 month salary for the 23-24 school year will be \$65,650.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.10 passed: 10 to 0

10. ADJUSTED BOARD MEETING CALENDAR

Due to the changes in Board Leadership, some of the meeting dates for this year need to be changed. They are as follows: September 14, 2023, October 19, 2023, November 16, 2023, December 12, 2023

Motion 20230816.11

Upon motion of Michele Hannagan and duly seconded Adam Koneman by RESOLVED, to approve the following revisions to the GCCS at RMSC Board Meeting Calendar: September 14, 2023, October 19, 2023, November 16, 2023, December 12, 2023 for the 2023-2024 school year.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.11 passed: 10 to 0

EXECUTIVE SESSION

11. Executive Session was not called at this meeting.

OPEN FORUM

12. Future Agenda Topics/and or Public Comment

Michele opened the meeting up to public comment at 7:52pm. No public comments were made. Board members thanked Michele for her years of service and dedication to the Board and GCCS Schools.

MEETING WRAP-UP

13. Review Actions & Agreements

Adjournment:

Motion 20230816.12

Upon Motion of Michele Hannagan , and duly seconded by Tasha Stevens RESOLVED, that this meeting of the GCCS at RMSC Board of Trustees be adjourned.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr*, Tasha Stevens, Allison Shultes, Kevin Sutherland, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20230816.12 Passed: 10 to 0

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