

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

RIVER CAMPUS: FINAL Meeting Minutes

April 17, 2024 | 5:30pm

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

GCCS at RMSC Board Members: Kendra Cadogan, Eboni Henderson, Charlie Johnson, Adam Koneman, Maria Oliver, Colin Orr, Allison Shultes, Tasha Stevens, Annemarie Wess

Board Members Present: Kendra Cadogan, Eboni Henderson, Charlie Johnson, Adam Koneman, Maria Oliver, Colin Orr, Allison Shultes, Tasha Stevens

Board Members Absent: Annemarie Wess

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

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

Present: Kemouy Bhalai*, Shannon Hillman, Allison Carlson

Absent:

Guests:

- Robin Blew (Accounting & Payroll Specialist)
- Maureen Milke* (Coordinator of School Operations)

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 & Welcome Guests
- Call to Order: Colin Orr called the meeting to order at 5:41pm.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

Motion 20240515.1

Upon motion of Colin Orr, and duly seconded by Allison Shultes, RESOLVED, that the May 15, 2024 Agenda for the GCCS RMSC Board of Trustees Meeting be approved.

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

Voting in the negative: None

Abstaining: None

Motion 20240515.1 Passed: 6 to 0

2. Review & Approve Minutes

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

Motion 20240417.2

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, that the Meeting Minutes from the March 20, 2024 GCCS at RMSC Board of Trustees Meeting be approved.

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

Voting in the negative: None

Abstaining: None

Motion 20240417.2 Passed: 6 to 0

OPEN FORUM

3. Future Agenda Topics/and or Public Comment

Colin opened the meeting up to public comment at 5:45 pm. There were no public comments made.

Future Agenda Topics: Colin has requested that the Safety Committee meet before the next meeting.

4. Financial Report - February 2024 Financials

February Financial Updates for GCCS at RMSC Campus - Robin Blew

Robin reviewed the February 29, 2024 summary sheet and the balance sheet that were discussed at the Finance Committee Meetings earlier this month. Robin reported that the variance has stayed consistent due to the low enrollment vs. budgeted numbers. Robin reported on updates to revenue (Connect Kids grant through National Parks, extra Title funding overages, food service, field study contributions, etc.) and expenses line (food service program, higher operational costs such as copier fees, higher than expected utility bills). There is nothing new to report on the balance sheet at this time other than that despite withdrawals the investment accounts continue to gain due to the current market.

Charlie Johnson joined the meeting at 5:57pm.

Eboni joined the meeting at 6:07pm.

5. Executive Director Update: ED Goals Update - Shannon Hillman

Shannon shared updates and goal progress from the past month on the following topics:

- ED Goals
- Lottery Update
- Family & Student Culture & Climate Survey Results
- Attendance Rates
- Disciplinary Data Updates
- NYSED visit on May 1st

6. Committee Updates - Committee Assignments

Committee Assignments - Colin Orr

- a. **Discipline:** No report.

- b. **Governance:** March 2024 Governance Committee Meeting Notes, Membership Changes, New Officer Invitation - *Adam Koneman*

Paperwork is underway for Adam Koneman to be joining the Flour City Campus Board; Ashara Baker will be stepping down from her position at Flour City Board and will no longer be joining the GCCS at RMSC Board. Conversations are underway with Alumni parent and two other community members for representation. Eron Damercy, RMSC's Director of Education has been announced as the candidate for RMSC representation.

Any board members interested in stepping into a leadership role on the Board should contact Adam and Colin so a slate of officers can be presented next month.

- c. **Personnel:** ED Evaluation Update; ED Evaluation Update, **Long-term Substitute Hire** - *Colin Orr & Shannon Hillman*

ED Evaluation Update - *Colin Orr*

Colin shared that the Committee is meeting regularly to review Shannon's evaluation. The timeline is to share their final review with Shannon and then the rest of the Board within the month of April.

Long-Term Substitute Hire - *Shannon Hillman*

Due to maternity leave a long term substitute position has opened up in the 1st grade classroom for the remainder of the school year.

Motion 20240417.3

Upon motion of Allison Shultes, and duly seconded by Colin Orr, RESOLVED, to approve the hire of Alexis Andrews as a full time (1.0FTE) long-term substitute teacher to cover a maternity leave in the 1st grade classroom at the GCCS RMSC Campus beginning on April 15, 2024 through June 21, 2024, at the prorated salary of \$43,000 beginning three weeks after this position begins, and a per diem rate of \$210 per day until that date (May 6, 2024).

Voting in the affirmative: ALL

Voting in the negative: None

Abstaining: None

Motion 20240417.3 Passed: to 0

- d. **Safety:** No report.
e. **Diversity & Racial Equity:** Revised Draft of Statement on Community Discussion - *Shannon Hillman*

This document was developed around the time of the pandemic and identified some very clear statements on school community and culture. There has been momentum for a group of staff to revise this and have presented it to the Board for approval.

Motion 20240417.4

Upon motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to approve the revised Statement of Community as presented.

Voting in the affirmative: All

Voting in the negative: None

Abstaining: None

Motion 20240417.4 Passed: to 0

- f. **Community Engagement:** No report
- g. **District Instructional Leadership Team:** No report

OUTSTANDING BUSINESS

7. Immersion Day Update - Friday, May 3 (Better World Day)

The Board has been working to find opportunities to visit the school on a special day at the school "Better World Day" which is global EL Education Service Day. The team is working on a schedule of events/options for the Board to attend with a Board gathering at the end of the day.

OTHER NEW BUSINESS

8. New Cleaning Contract

GCCS at RMSC requires janitorial services conducted daily for all classrooms, corridors, common spaces, restrooms, kitchens, and break areas from April 23rd through the remainder of the 2023-24 fiscal year. Some tasks require daily cleaning, while other tasks require weekly or monthly attention. GCCS at RMSC is seeking a reliable and effective janitorial service for the Spring of 2024 school year. There will be an opportunity to renew the contract for the 2024-25 school year in May.

The GCCS Operational Team recommends that the Board approve Clean Craft's proposal for the remainder of the 2023-24 school year while continuing into the 2024-25 school year. With weekly billing and the transparency of reduced services needed during the summer months, we believe this will be a far more economical option than previous mandated monthly billing, regardless of level of service. Additionally, with a larger team, Clean Craft is able to provide service immediately after school hours and can make "emergency calls" when there is an issue during the school day. \$50,000 will be budgeted for 10.5 months of consistent service for the 2024-25 school year.

Motion 20240417.5

Upon motion of Colin Orr, and duly seconded by Tasha Stevens, RESOLVED, to approve the contract with Clean Craft, LLC. at \$1,188.30 per week as presented.

Voting in the affirmative:

Voting in the negative: None

Abstaining: None

Motion 20240417.5 Passed: to 0

9. 2024-25 DRAFT School Calendar

Motion 20240417.6

Upon motion of Colin Orr, and duly seconded by Tasha Steven, RESOLVED, to approve the draft calendar for GCCS at RMSC for the 2024 - 2025 school year as presented.

Voting in the affirmative: ALL

Voting in the negative: None

Abstaining: None

Motion 20240417.6 Passed: to 0

EXECUTIVE SESSION

10. Executive Session was called at this meeting for a Board Check-In.

Motion 20240417.7

Upon motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to enter into Executive Session at 7:41pm.

Voting in the affirmative: ALL

Voting in the negative: None

Abstaining: None

Motion 20240417.7 Passed: to 0

Motion 20240417.8

Upon motion of Colin Orr , and duly seconded by Tasha Steven RESOLVED, to exit out of Executive Session at 7:50 pm.

Voting in the affirmative:

Voting in the negative: None

Abstaining: None

Motion 20240417.8 Passed: to 0

MEETING WRAP-UP

11. Review Actions & Agreements, Confirm Meeting Dates - Allison Shultes

Action Items/Reminders

- Next Meeting Date: Wednesday, May 15, 2024, 5:30 - 7:30pm

Adjournment:

Motion 20240417.9

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 pm.

Voting in the affirmative: ALL

Voting in the negative: None

Abstaining: None

Motion20240417.9 Passed: to 0

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