

Application: Genesee Community Charter School at the RMSC

Shannon Hillman - shillman@GCCSchool.org
2022-2023 Annual Report

Summary

ID: 0000000278

Last submitted: Nov 1 2023 02:52 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

GENESEE COMMUNITY CHARTER SCHOOL 800000050575

a1. Popular School Name

GCCS

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

ROCHESTER CITY SD

e. Date of Approved Initial Charter

Jul 1 2001

f. Date School First Opened for Instruction

Aug 30 2001

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The Genesee Community Charter School provides a rich educational experience that values intellectual rigor, respect for diversity, and community responsibility. Our local history-based and globally-connected program immerses our diverse population of children in investigation and discovery, extensively using the cultural and natural resources of our community. Using the EL Education design, we nurture children’s natural abilities to be reflective questioners, articulate communicators, critical thinkers, and skilled problem-solvers. Our mission statement reflects our desire to prepare students with the skills, knowledge and habits to become 21st century leaders.

h. School Website Address

www.GCCSchool.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

225

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

211

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5
6

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	657 East Avenue Rochester, NY 14607	585-697-1960	Rochester	K-6	K-6	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Shannon Hillman	Executive Director	585-697-1960	██████████	shillman@gccschoool.org
Operational Leader	Maureen Milke	Director of Operations	585-697-1960	██████████	mmilke@gccschool.org
Compliance Contact	Shannon Hillman	Executive Director	585-697-1960	██████████	shillman@gccschoool.org
Complaint Contact	Kemouy Bhalai	School Director	585-697-1960	██████████	kbhalai@gccschoool.org
DASA Coordinator	Andre Dixon	Student Culture Coordinator	585-697-1960	██████████	
Phone Contact for After Hours Emergencies	Lauren Grimm	Social Worker	585-697-1960	██████████	

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy GCCS.pdf](#)

Filename: Certificate of Occupancy GCCS.pdf **Size:** 74.2 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[FireInspectionGCCSRMSC2223.pdf](#)

Filename: FireInspectionGCCSRMSC2223.pdf **Size:** 196.5 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in organizational structure	Genesee Community Charter School requested to align to the reporting structure of its replica school Genesee Community Charter School - Flour City Campus for continuity and efficiency of operations	08/17/2022	05/15/2023
2	Change in complaint policy	Genesee Community Charter School requested to revise the Complaint Policy to align to new NYSED standards for filing complaints.	08/15/2022	N/A
3				
4				
5				

More revisions to add?

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Shannon Hillman
Position	Executive Director
Phone/Extension	585-697-1960
Email	shillman@gccschool.org

q. Our signatures (Executive Director/School Leader/Head of School and Board President) 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. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

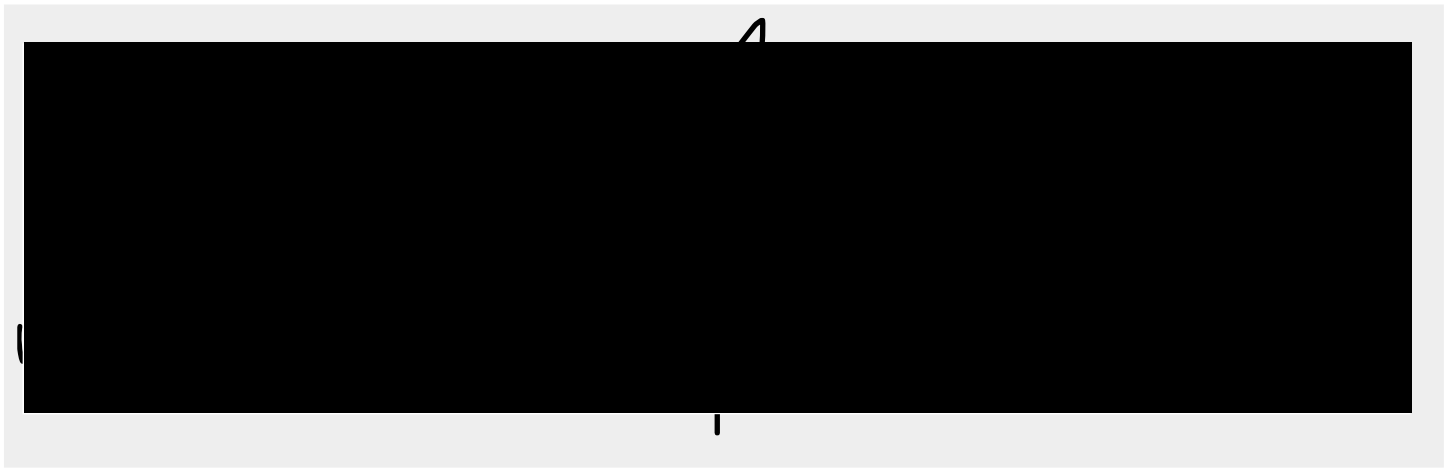
As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click YES to agree.

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 27 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy, and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Genesee Community Charter School at the RMSC

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://gccschool.org/wp-content/uploads/2023/07/genesee-community-charter-school-ar2021.pdf
2. Board meeting notices, agendas and documents	https://gccschool.org/about/board-of-trustees-at-rmsc/
3. New York State School Report Card	https://gccschool.org/about/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.gccschool.org/about/dignity-for-all-students-act-dasa/ and https://www.gccschool.org/wp-content/uploads/2020/07/Attachment-D-GCCS-Discipline-Policy-and-Code-of-Conduct-4-10-19-1.pdf
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://gccschool.org/wp-content/uploads/2023/02/2022-23-GCCS-District-Safety-Plan-1.pdf
6. Authorizer-approved FOIL Policy	https://gccschool.org/wp-content/uploads/2020/08/FOIL-Policy.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://gccschool.org/wp-content/uploads/2022/07/FOIL-Subject-Matter-List.pdf

Thank you.



Entry 3 Progress Toward Goals

Completed - Aug 1 2023

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	All students will make their projected growth in Reading and Math by the end of the year.	i-Ready fall to Spring Growth Scores for the 2022-23 school year.	Not Met	The median growth rate for Reading was 91% and the median growth rate for Math was 97% (the aim was 100% for all students). Although these are extremely promising growth percentages and more than half of the school met or exceeded their growth goals, the school still sees discrepancies among subgroups. GCCS continues to refine intervention systems and next year will focus on Tier 1 and 2 intervention to ensure more students are receiving specific differentiated instruction to meet their needs throughout the school day.
Academic Goal 2	All students in Grades 3 - 6 will outperform New York State scores in	New York State ELA and Math Assessments		

	Reading and Math across all subgroups.			
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Genesee Community Charter School will increase efforts to enroll multilingual/ English language learners, economically disadvantaged students, and students with disabilities.	Number of Applicants and Number of Enrolled Students in At-Risk Populations According to GoodSchoolsROC Online Application	Unable to Assess	N/A
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
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				

Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

GCCS Financial Statement 2023

Filename: GCCS_Financial_Statement_2023.pdf Size: 429.2 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 1 2023

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

audited-financial-report-RIVER_FYE23

Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[Dissolution account](#)

Filename: Dissolution_account.pdf Size: 95.9 kB

[GCCS Other Communications 2023](#)

Filename: GCCS_Other_Communications_2023.pdf Size: 245.6 kB

[Not Applicable Financial Materials](#)

Filename: Not_Applicable_Financial_Materials.pdf Size: 232.7 kB

Entry 4d - Financial Contact Information

Completed - Oct 31 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Shannon Hillman	shillman@gccschool.org	585-697-1960

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Jeanne Beautner	jbeutner@heveroncpa.com	585-232-2956	22

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 31 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[RIVER BUDGET FYE 24](#)

Filename: RIVER_BUDGET_FYE_24.xlsx Size: 36.3 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[FinancialDisclosureGCCS2023](#)

Filename: FinancialDisclosureGCCS2023.pdf Size: 1.2 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Michele Hannagan	mhannagan@gccschool.org	Chair	Personnel, Executive	Yes	3	07/1/2021	06/30/2024	13 or more
2	Ryan O'Malley	romalley@gccschool.org	Vice Chair	Finance	Yes	1	07/1/2020	6/30/2023	7
3	Tasha Stevens	tstevens@gccschool.org	Secretary	Executive	Yes	1	7/1/2021	6/30/2024	11
4	Kevin Sutherland	ksutherland@gccschool.org	Treasurer	Finance, Executive	Yes	2	7/1/2021	6/30/2024	9
5	Allison Shultes	ashultes@gccschool.org	Trustee/Member	Finance	Yes	1	4/1/2023	6/30/2025	8
6	Mark Schiesser	mschiesser@gccschool.org	Trustee/Member	Finance	Yes	4	7/1/2022	6/30/2025	6
7	Nolica Murray-Fields	nmurray@gccschool.org	Trustee/Member	Discipline	Yes	1	07/1/2021	6/30/2024	5 or less
8	Adam Koneman	akoneman@gccschool.org	Trustee/Member	Governance, Discipline	Yes	1	7/1/2022	6/30/2023	13 or more
9	Eboni Henderson	ehnderson@gccschool.org	Trustee/Member	Governance	Yes	1	7/1/2022	6/30/2025	9

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Danielle Lavell	dlabel@msc.org	Other		Yes	1	04/1/2023	6/30/2025	8
11	Annemarie Wess	awess@gccschoo.org	Trustee/Member	Personnel, Governance	Yes	2	7/1/2022	6/30/2025	7
12	Charlie Johnson	cjohnson@gccschool.org	Parent Rep	Governance	Yes	1	7/1/2021	6/30/2024	9
13	Colin Orr	corr@gccschool.org	Parent Rep	Personnel	Yes	1	7/1/2022	6/30/2025	13 or more
14	Jessica Wanner	jwanner@gccschool.org	Parent Rep	Personnel	Yes	1	7/1/2020	6/30/2023	9
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	12
b.Total Number of Members Added During 2022-2023	5
c. Total Number of Members who Departed during 2022-2023	3
d.Total Number of members, as set in Bylaws, Resolution or Minutes	14

3. Number of Board meetings held during 2022-2023

14

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

12

Total number of Voting Members added during the 2022-2023 school year:

6

Total number of Voting Members who departed during the 2022-2023 school year:

2

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

14

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

6

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

2022 2023 FINAL GCCS Board Meeting Minutes

Filename: 2022_2023_FINAL_GCCS_Board_Meeting_Minutes.pdf Size: 634.4 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<ul style="list-style-type: none"> •Prioritized hiring staff of color including open leadership positions to continue to improve community perception of school diversity. •Focused partnerships with community-based organizations including Action for a Better Community Childcare Centers •Continued contract with GoodSchoolsROC to join the Rochester Charter Schools' common application process and recruitment strategies • TV and Radio Commercials through GoodSchoolsROC English and Spanish •TV and Radio commercials (specific for GCCS) through public broadcasting and traditionally popular stations for black and brown families in English and Spanish adjusting the advertisement and messaging to appeal to the BIPOC community •Ads from GoodSchoolsROC and GCCS in the City Newspaper • Facebook Advertisement Boosts for GCCS and GoodSchoolsROC • GoodSchoolsROC -Instagram, Google Ads, and YouTube Campaigns • Postcards 2 times a year to households • School Selection Booklet for all charters in Rochester sent to every family household in the Rochester City School District • Discussed recruitment and retention efforts with the Diversity 	<ul style="list-style-type: none"> •Continue previous efforts •Create a strategic plan for recruitment for recruitment identifying clear goals for improvement and progress monitoring with the Board of Trustees as well as the Community Engagement Committee •Continue to strengthen the relationship with the charter schools in the Rochester area through Charter Advocacy groups and Foundations to share marketing and recruitment strategies and resources. •Strengthen relationships with local "influencers" to get GCCS' story out regarding the importance of an integrated model in our city.

	<p>and Racial Equity Committee as well as the Community Engagement Committee soliciting new ideas for community partnerships and recruitment/retention focus areas</p> <ul style="list-style-type: none"> •Sent English and Spanish GCCS posters to urban neighborhood churches, bodegas, and convenience stores •Sent English and Spanish GCCS digital fliers to all city libraries, social services offices, pediatric offices, YMCAs and YWCAs, music schools, museums •GCCS attended virtual recruitment fair hosted by GoodSchoolsROC •Held several virtual and in-person information sessions and student-led tours for perspective families with translators for Spanish and American Sign Language. •Held a booth at a fall Trick-or-Treating event at the Rochester Public Market handing out informational fliers and promotional cups to families with elementary-aged children •Participated in off-site charter school fairs located in non-profit organizations and community centers within the city of Rochester 	
<p>English Language Learners</p>	<ul style="list-style-type: none"> •Prioritized hiring staff of color including open leadership positions to continue to improve community perception of school diversity. •Focused partnerships with community-based organizations including Action for a Better Community Childcare Centers •Continued contract with GoodSchoolsROC to join the 	<ul style="list-style-type: none"> •Continue previous efforts •Create a strategic plan for recruitment for recruitment identifying clear goals for improvement and progress monitoring with the Board of Trustees as well as the Community Engagement Committee •Continue to strengthen the relationship with the charter schools in the Rochester area through

Rochester Charter Schools' common application process and recruitment strategies

- TV and Radio Commercials through GoodSchoolsROC English and Spanish
- TV and Radio commercials (specific for GCCS) through public broadcasting and traditionally popular stations for black and brown families in English and Spanish adjusting the advertisement and messaging to appeal to the BIPOC community
- Ads from GoodSchoolsROC and GCCS in the City Newspaper
- Facebook Advertisement Boosts for GCCS and GoodSchoolsROC
- GoodSchoolsROC -Instagram, Google Ads, and YouTube Campaigns
- Postcards 2 times a year to households
- School Selection Booklet for all charters in Rochester sent to every family household in the Rochester City School District
- Discussed recruitment and retention efforts with the Diversity and Racial Equity Committee as well as the Community Engagement Committee soliciting new ideas for community partnerships and recruitment/retention focus areas
- Sent English and Spanish GCCS posters to urban neighborhood churches, bodegas, and convenience stores
- Sent English and Spanish GCCS digital fliers to all city libraries, social services offices, pediatric offices, YMCAs and YWCAs, music schools, museums
- GCCS attended virtual recruitment fair hosted by GoodSchoolsROC
- Held several virtual and in-person

Charter Advocacy groups and Foundations to share marketing and recruitment strategies and resources.

- Strengthen relationships with local "influencers" to get GCCS' story out regarding the importance of an integrated model in our city.
- Rekindle relationships with specialized refugee schools who need to transition students to local schools to recruit families

	<p>information sessions and student-led tours for perspective families with translators for Spanish and American Sign Language.</p> <ul style="list-style-type: none"> •Held a booth at a fall Trick-or-Treating event at the Rochester Public Market handing out informational fliers and promotional cups to families with elementary-aged children •Participated in off-site charter school fairs located in non-profit organizations and community centers within the city of Rochester •The online application is available in multiple languages • Revised the GCCS website and added a module to translate in 5 different common languages 	
<p>Students with Disabilities</p>	<ul style="list-style-type: none"> •Prioritized hiring staff of color including open leadership positions to continue to improve community perception of school diversity. •Focused partnerships with community-based organizations including Action for a Better Community Childcare Centers •Continued contract with GoodSchoolsROC to join the Rochester Charter Schools' common application process and recruitment strategies • TV and Radio Commercials through GoodSchoolsROC English and Spanish •TV and Radio commercials (specific for GCCS) through public broadcasting and traditionally popular stations for black and brown families in English and Spanish adjusting the advertisement and messaging to appeal to the BIPOC community 	<ul style="list-style-type: none"> •Continue previous efforts •Create a strategic plan for recruitment for recruitment identifying clear goals for improvement and progress monitoring with the Board of Trustees as well as the Community Engagement Committee •Continue to strengthen the relationship with the charter schools in the Rochester area through Charter Advocacy groups and Foundations to share marketing and recruitment strategies and resources. •Strengthen relationships with local "influencers" to get GCCS' story out regarding the importance of an integrated model in our city. •Continue to educate current and perspective families about the programs available to neurodiverse students at GCCS

- Ads from GoodSchoolsROC and GCCS in the City Newspaper
- Facebook Advertisement Boosts for GCCS and GoodSchoolsROC
- GoodSchoolsROC -Instagram, Google Ads, and YouTube Campaigns
- Postcards 2 times a year to households
- School Selection Booklet for all charters in Rochester sent to every family household in the Rochester City School District
- Discussed recruitment and retention efforts with the Diversity and Racial Equity Committee as well as the Community Engagement Committee soliciting new ideas for community partnerships and recruitment/retention focus areas
- Sent English and Spanish GCCS posters to urban neighborhood churches, bodegas, and convenience stores
- Sent English and Spanish GCCS digital fliers to all city libraries, social services offices, pediatric offices, YMCAs and YWCAs, music schools, museums
- GCCS attended virtual recruitment fair hosted by GoodSchoolsROC
- Held several virtual and in-person information sessions and student-led tours for perspective families with translators for Spanish and American Sign Language.
- Held a booth at a fall Trick-or-Treating event at the Rochester Public Market handing out informational fliers and promotional cups to families with elementary-aged children
- Participated in off-site charter school fairs located in non-profit organizations and community centers within the city of Rochester

- On the School's website and in any information session, always explained that our classrooms are inclusive and support both general education students and students who qualify for an IEP.
- Provided tours and one-on-one meetings for applying and waitlisted families of neurodiverse students and students with specialized plans to encourage acceptance to the school

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<ul style="list-style-type: none"> •Continued to fully implement a staff-family Diversity and Racial Equity Committee to increase involvement of, participation of, and support for families of color and ELL/MLL families in the life of the school •Ensured that families who move within the city or county receive information about transportation options •Maintained high level of parent satisfaction through excellent instructional program, communication, and family involvement opportunities •Continuing to refine Discipline Policies by collaborating with the Discipline Committee to revise the school's Code of Conduct •Collaborated with Student Culture Coordinator and contracted with a DEI organization to fully implement and train teachers in Diversity, Equity, and Inclusion •Utilized Social Worker to support school-wide initiatives to promote Social-Emotional Practices. •Continued professional development regarding culturally responsive teaching, unconscious bias, racial equity including staff initiatives •Continued a system of "crew time" for students. This means students had regular crew meetings with a small group of their peers, one of their teachers, and another staff member to support student sense of belonging. 	<ul style="list-style-type: none"> •Continue current efforts •Provide workshops and trainings for teachers, students, and families regarding identity within the community •Utilize the Student Culture Coordinator and Social Worker to ensure families understand the resources available to them both in and outside of the school day. •Continue to grow the system of "crews" for families to help the community stay connected, including sharing of resources for economically diverse families •Continue racial equity discussions with families to hear concerns and respond to systemic racism and transition these important meetings to Diversity and Racial Equity Crew meetings as well as Staff Professional Development. •Continue to implement Restorative Practices more broadly and thoroughly training staff and families in this approach. •Fully adopt the revised Code of Conduct and Discipline Policy that includes Restorative Practices to continue to promote equity and cultural responsiveness promoting a sense of belonging.

English Language Learners

- Continued to fully implement a staff-family Diversity and Racial Equity Committee to increase involvement of, participation of, and support for families of color and ELL/MLL families in the life of the school
- Ensured that families who move within the city or county receive information about transportation options
- Maintained high level of parent satisfaction through excellent instructional program, communication, and family involvement opportunities
- Continuing to refine Discipline Policies by collaborating with the Discipline Committee to revise the school's Code of Conduct
- Collaborated with Student Culture Coordinator and contracted with a DEI organization to fully implement and train teachers in Diversity, Equity, and Inclusion
- Utilized Social Worker to support school-wide initiatives to promote Social-Emotional Practices.
- Continued professional development regarding culturally responsive teaching, unconscious bias, racial equity including staff initiatives
- Continued a system of "crew time" for students. This means students had regular crew meetings with a small group of their peers, one of their teachers, and another staff member to support student sense of belonging.
- Utilized the English as a New Language Teacher to support school-wide initiatives to promote Social-Emotional Practices and connecting ELL/MLL families with

- Continue current efforts
- Provide workshops and trainings for teachers, students, and families regarding identity within the community
- Continue racial equity discussions with families to hear concerns and respond to systemic racism and transition these important meetings to Diversity and Racial Equity Crew meetings as well as Staff Professional Development.
- Strengthen partnerships with the refugee and Latinx communities in Rochester to amplify community resources for our existing ELL/MLL families.
- Fully adopt the revised Code of Conduct and Discipline Policy that includes Restorative Practices to continue to promote equity and cultural responsiveness promoting a sense of belonging.

	<p>community resources.</p> <ul style="list-style-type: none"> •Translated communication and/or provided support for non-English speaking families •Provided translators for all parent-teacher conferences, Community Circles, or other major events for families whose dominant language is not English •Worked with refugee sponsors to ensure transportation and communication was effective •Highlighted the immigrant population by telling their stories as part of 5th grade's winter expedition. 	
<p>Students with Disabilities</p>	<ul style="list-style-type: none"> •Increased the capacity of the Intervention Team to involve more staff members in Tier 2 and 3 intervention efforts •Enhanced the Social Emotional Academic Development Team to ensure strong targeted intervention systems for all students •Regular Intervention Team meetings to discuss school-wide and class wide trends and needs, especially related to projected tracks for special education referrals •Classroom teachers, and often members of the Intervention Team, involved families early and met regularly to address behavioral or academic concerns •Met with Special Education Team regularly to discuss student progress and/or concerns and discussed ways families were involved in the process •Developed a strong relationship with the head of the Special Education Department for our most represented district ensuring strong communication and guidance to support families through the referral 	<ul style="list-style-type: none"> •Continue current efforts •Create a protocol for training parent advocates to support new families going through the CSE process •Refine the master schedule to ensure strong protocols are in place for effective meetings about student needs •Continue teacher development on Tier One Intervention and supports for all students to ensure students are getting the instruction they need before intervention is needed.

process.

- Have the Special Education Coordinator join monthly meetings with other SPED coordinators from Rochester Area charter schools to share resources.
- Created regular weekly check-in meetings within the master schedule to ensure all teams were meeting with the Special Education Coordinator about needs

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	2.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	0.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	2

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	18

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	20

Thank you.



Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[Attachment H Organizational Chart 2022-23](#)

Filename: Attachment_H_Organizational_Chart_2022-23_.pdf Size: 58.6 kB

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[23 24 GCCS School Calendar with Instructional Hours Days](#)

Filename: 23_24_GCCS_School_Calendar_with_In_0gFAq6n.pdf Size: 98.6 kB

Entry 14 Staff Roster

Completed - Aug 1 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[faculty-staff-roster-GCCSar2023](#)

Filename: faculty-staff-roster-GCCSar2023.xlsx Size: 21.3 kB

Optional Additional Documents to Upload (BOR)

Incomplete

GENESEE COMMUNITY CHARTER SCHOOL

FINANCIAL STATEMENTS

June 30, 2023



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INDEPENDENT AUDITORS' REPORT

To The Board of Trustees
Genesee Community Charter School
Rochester, New York

Opinion

We have audited the accompanying financial statements of Genesee Community Charter School (a New York State nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Genesee Community Charter School as of June 30, 2023, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Genesee Community Charter School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.



In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about Genesee Community Charter School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Genesee Community Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Genesee Community Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited Genesee Community Charter School's 2022 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 19, 2022. In our opinion, the summarized comparative information presented herein, as of and for the year ended June 30, 2022 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2023 on our consideration of Genesee Community Charter School'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 solely 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 the effectiveness of Genesee Community Charter School's 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 Genesee Community Charter School's internal control over financial reporting and compliance.



Heveron & Company CPAs

Rochester, New York
October 19, 2023

GENESEE COMMUNITY CHARTER SCHOOL
STATEMENTS OF FINANCIAL POSITION
June 30, 2023 and 2022

ASSETS

	<u>2023</u>	<u>2022</u>
<u>Current Assets</u>		
Cash and Cash Equivalents	\$ 38,632	\$ 97,512
Accounts Receivable	58,936	50,142
Due from Flour City Campus	5,836	387,870
Pledges and Grants Receivable	196,383	145,741
Prepaid Expenses	<u>75,362</u>	<u>93,088</u>
Total Current Assets	<u>375,149</u>	<u>774,353</u>
<u>Fixed Assets</u>		
Leasehold Improvements and Equipment, Net	<u>302,410</u>	<u>431,613</u>
<u>Other Assets</u>		
Investments	1,024,403	959,621
Restricted Cash - Escrow Account	100,194	100,129
Right-of-Use-Assets - Operating Leases	381,109	-
Deposits	<u>3,478</u>	<u>3,478</u>
Total Other Assets	<u>1,509,184</u>	<u>1,063,228</u>
TOTAL ASSETS	<u>\$ 2,186,743</u>	<u>\$ 2,269,194</u>

LIABILITIES AND NET ASSETS

	2023	2022
<u>Current Liabilities</u>		
Accounts Payable	\$ 65,939	\$ 49,292
Accrued Payroll	276,738	284,432
Accrued Liabilities	222,309	231,927
Deferred Revenue	9,332	-
Current Portion of Operating Lease Liabilities	262,565	-
Line of Credit	-	141,417
Total Current Liabilities	836,883	707,068
<u>Long-Term Liabilities</u>		
Operating Lease Liabilities, Net of Current Portion	125,969	-
Total Long-Term Liabilities	125,969	-
Total Liabilities	962,852	707,068
<u>Net Assets</u>		
Net Assets Without Donor Restrictions:		
Undesignated	373,891	926,719
Designated by the Board	850,000	635,407
Total Net Assets Without Donor Restrictions	1,223,891	1,562,126
Total Net Assets	1,223,891	1,562,126
TOTAL LIABILITIES AND NET ASSETS	\$ 2,186,743	\$ 2,269,194

See Accompanying Notes to Financial Statements.

GENESEE COMMUNITY CHARTER SCHOOL
STATEMENTS OF ACTIVITIES
For The Years Ended June 30, 2023 and 2022

	2023	2022
<u>Revenues, Gains and Other Support:</u>		
Public School District:		
Resident Student Enrollment	\$ 2,973,988	\$ 2,933,584
Federal Grants	282,849	377,835
In Kind State Grants	17,208	15,479
Contributions	15,878	17,933
Food Service Fees	129,537	112,468
Field Study Fees	29,421	50,835
Other Income	2,926	4,614
Interest/Dividends Income	21,451	25,057
Net Investment Returns	43,406	(129,409)
Total Revenues, Gains, and Other Support	3,516,664	3,408,396
<u>Expenses:</u>		
<u>Program Services:</u>		
Regular Education	3,079,880	3,028,223
Special Education	77,607	93,872
Food Services	144,323	123,806
Total Program Services Expense	3,301,810	3,245,901
<u>Supporting Services:</u>		
Management and General	553,089	517,675
Total Expenses	3,854,899	3,763,576
Change in Net Assets	(338,235)	(355,180)
Net Assets - Beginning of Year	1,562,126	1,917,306
Net Assets - End of Year	\$ 1,223,891	\$ 1,562,126

See Accompanying Notes to Financial Statements.

**GENESEE COMMUNITY CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES**

For The Year Ended June 30, 2023

(With Comparative Totals For The Year Ended June 30, 2022)

	No. of Positions	Program Services			Management and General	Totals	
		Regular Education	Special Education	Food Services		2023	2022
Personnel Services Costs							
Instructional Personnel	28	\$ 1,505,819	\$ -	\$ -	\$ -	\$ 1,505,819	\$ 1,535,983
Administrative Staff Personnel	3	28,376	45,500	-	262,531	336,407	389,399
Non-Instructional Personnel	<u>3</u>	<u>83,000</u>	<u>-</u>	<u>14,178</u>	<u>-</u>	<u>97,178</u>	<u>127,429</u>
Total Salaries	34	1,617,195	45,500	14,178	262,531	1,939,404	2,052,811
Employee Benefits and Payroll Taxes		406,010	16,380	1,276	60,987	484,653	460,612
Retirement Expense		<u>127,501</u>	<u>-</u>	<u>-</u>	<u>56,008</u>	<u>183,509</u>	<u>185,363</u>
Total Personnel Services		2,150,706	61,880	15,454	379,526	2,607,566	2,698,786
Rent		261,228	8,518	2,839	11,358	283,943	207,900
Other Purchased Services		55,812	-	-	97,049	152,861	154,936
Student Services		150,693	-	-	-	150,693	112,072
Depreciation and Amortization		125,328	3,876	-	-	129,204	130,247
Food Service		-	-	124,919	-	124,919	106,270
Technology		94,854	-	-	-	94,854	26,269
Office Expense		56,314	-	-	13,921	70,235	55,369
Repairs and Maintenance		58,372	1,903	634	2,538	63,447	61,298
Staff Development		49,437	-	-	-	49,437	89,212
Insurance		43,840	1,430	477	1,906	47,653	45,090
Supplies and Materials		33,296	-	-	-	33,296	44,909
Legal		-	-	-	30,336	30,336	17,300
Accounting and Auditing Fees		-	-	-	12,425	12,425	11,950
Interest Expense		-	-	-	4,030	4,030	1,968
Total Expenses		<u>\$ 3,079,880</u>	<u>\$ 77,607</u>	<u>\$ 144,323</u>	<u>\$ 553,089</u>	<u>\$ 3,854,899</u>	<u>\$ 3,763,576</u>

See Accompanying Notes to Financial Statements.

GENESEE COMMUNITY CHARTER SCHOOL
STATEMENTS OF CASH FLOWS
For The Years Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
<u>Cash Flows From Operating Activities</u>		
Receipts from School Districts	\$ 2,949,107	\$ 2,899,451
Receipts from Food Service	154,956	101,755
Grants	232,207	343,155
Other Sources	53,797	75,331
Contributions	15,878	17,933
Payments for Bank for Interest	(4,030)	(1,968)
Payments to Vendors for Goods and Services Rendered	(1,055,093)	(912,141)
Payments to Charter School Personnel for Services Rendered	<u>(2,624,880)</u>	<u>(2,646,671)</u>
Net Cash Flows Provided/(Used) By Operating Activities	<u>(278,058)</u>	<u>(123,155)</u>
<u>Cash Flows From Investing Activities</u>		
(Increase)/Decrease in Other Receivables	382,034	(387,870)
Purchase of Fixed Assets	-	(5,397)
Proceeds from Sale of Investments	-	214,593
Purchase of Investments	<u>(21,374)</u>	<u>(25,039)</u>
Net Cash Flows Provided/(Used) By Investing Activities	<u>360,660</u>	<u>(203,713)</u>
<u>Cash Flows From Financing Activities</u>		
Proceeds from Line of Credit	-	192,201
Payments on Line of Credit	<u>(141,417)</u>	<u>(50,784)</u>
Net Cash Flows Provided/(Used) By Financing Activities	<u>(141,417)</u>	<u>141,417</u>
Net Increase/(Decrease) in Cash, Cash Equivalents, and Restricted Cash	(58,815)	(185,451)
Cash and Cash Equivalents, and Restricted Cash - Beginning of Year	<u>197,641</u>	<u>383,092</u>
Cash and Cash Equivalents, and Restricted Cash - End of Year	<u>\$ 138,826</u>	<u>\$ 197,641</u>

GENESEE COMMUNITY CHARTER SCHOOL
STATEMENTS OF CASH FLOWS
For The Years Ended June 30, 2023 and 2022
(Continued)

	2023	2022
<u>Reconciliation of Change in Net Assets to Net Cash</u>		
<u>Provided by Operating Activities</u>		
Change in Net Assets	\$ (338,235)	\$ (355,180)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation and Amortization	129,204	130,247
Net Investment Returns	(43,406)	129,409
(Increase)/Decrease In:		
Accounts Receivable	(8,797)	(17,417)
Pledges and Grants Receivable	(50,642)	(45,393)
Prepaid Expenses	17,726	(32,686)
Operating Lease Asset	222,589	-
Increase/(Decrease) In:		
Accounts Payable	16,647	22,892
Accrued Payroll	(7,694)	1,529
Accrued Liabilities	(9,618)	48,619
Deferred Revenue	9,332	(5,175)
Operating Lease Liability	(215,164)	-
Net Cash Flows Provided/(Used) By Operating Activities	\$ (278,058)	\$ (123,155)

See Accompanying Notes to Financial Statements.

GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Genesee Community Charter School (the School) is a nonprofit organization that was formed to provide a rich educational experience that values intellectual rigor, respect for diversity, and community responsibility. The School's local history-based and globally-connected programs immerse the children in investigation and discovery, extensively using the cultural and natural resources of the Rochester, NY community. The School focuses on nurturing the children's natural abilities to be reflective questioners, articulate communicators, critical thinkers, and skilled problem solvers, enabling them to reach exemplary standards. The School's revenue is predominantly Resident Student Enrollment fees from the Rochester City School District and a few other surrounding school districts. The School also receives federal and state grants, contributions, and other income.

The main programs of the School are as follows:

REGULAR EDUCATION: The School curriculum is organized around six historical time periods - Prehistory, First Peoples of the Americas/Explorers, Settlement and Colonial Life, Village to City, City Grows, and Today and Tomorrow. The School integrates Math, Science, Social Studies, Language Arts, Art, Music, and Physical Education to provide a rich and challenging curriculum, while keeping in alignment with the New York State Learning Standards.

SPECIAL EDUCATION: The School is open to all children and does not discriminate on the basis of ethnicity, national origin, gender, disability, or any other grounds that would be unlawful or deny the civil rights of any individual. In accordance with the Individuals with Disabilities Education Act, the Rehabilitation Act, Section 504, and the Americans with Disabilities Act, the School provides a free and appropriate education, in the least restrictive environment to students with disabilities. The primary service delivery for students with special needs is inclusion. For students requiring supplemental services, the School contracts with local individuals or agencies to provide the required services outlined in the student's Individual Education Plan or 504 Plan.

FOOD SERVICES: The School believes that healthy meals are an important part of a child's day. Breakfast and lunch are delivered and served "family style" every day, as the School does not have a cafeteria or kitchen facilities. The children eat and socialize with each other, parents, and teachers in their classrooms. All meals meet the required New York State Child Nutrition Standards, and the School subscribes to the New York State free and reduced priced meal program.

GENESEE COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

(Continued)

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Net Assets

In accordance with accounting principles generally accepted in the United States of America, the School reports information regarding its financial position and activities according to the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The governing board has designated net assets. See Note 2 for more information.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, based on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

There were no net assets with donor restrictions at June 30, 2023 and 2022.

Deferred Revenue

Deferred revenue represents funds received related to the next school year.

**GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023
(Continued)**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (Continued)**

Contributions

The School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Contributions that are expected to be received in future years are recorded at their present value. Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return are not recognized until the conditions on which they depend have been met.

Revenue and Revenue Recognition

A portion of the School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position.

The School recognizes revenue derived from tuition and food service. Tuition income is recognized during the school year based on enrollment. Food service revenue is recognized when earned at the time of service.

Use of Estimates in the Preparation of Financial Statements

Accounting principles generally accepted in the United States of America, require management to make estimates and assumptions that affect the amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the amounts of revenue and expenses. Actual results could differ from those estimates.

Accounts, Pledges, and Grants Receivable

Accounts, pledges, and grants receivable are stated at the amount management expects to collect. Amounts that management believes to be uncollectible after collection efforts have been completed are written off. In addition, if necessary, management provides an allowance to reduce receivables to amounts management expects will be collected. Management determined that no allowances were necessary at June 30, 2023 and 2022.

Reclassifications

Certain account balances as of June 30, 2022 have been reclassified to conform with the presentation as of June 30, 2023.

GENESEE COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

(Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Determining Fair Value of Financial Assets and Liabilities

Accounting principles generally accepted in the United States of America established a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements), and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1: Inputs to the valuation method are unadjusted quoted market prices in active markets for identical assets or liabilities.

Level 2: Inputs to the valuation method include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or by other means.

Level 3: Inputs to the valuation method are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used, need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Income Taxes

The Internal Revenue Service has determined that the School is qualified as a charity exempt under Section 501(c)(3) of the Internal Revenue Code. As a result, no provision for federal or state income taxes has been made.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2022 from which the summarized information was derived.

GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2023
(Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Functional Expenses

The costs of providing the various program services have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the program, and management and general categories. An immaterial amount of fund raising costs for the years ended June 30, 2023 and 2022 are included in management and general expenses.

The financial statements report certain categories of expenses that are attributed to both program and supporting functions. Therefore, allocation on a reasonable basis that is consistently applied is required. The expenses that are allocated include occupancy, depreciation, and amortization, which are allocated on a square footage basis, as well as salaries and wages, benefits, payroll taxes, professional services, office expenses, information technology, insurance, and other expenses, which are allocated on the basis of estimates of time and effort for each category.

In-kind Contributions

Contributed nonfinancial assets may include donated professional services, donated equipment, and other in-kind contributions which are recorded at the respective fair values of the goods or services received. Contributed goods and services are recorded at fair value at the date of donation. The School does not sell donated gifts-in-kind. See Note 9 for contributions of such goods or services received during the years ended December 31, 2023 and 2022.

Fixed Assets

Leasehold improvements and equipment are stated at cost, less accumulated depreciation and amortization. The School capitalizes property and equipment with a cost of over \$5,000 and an estimated life of three or more years. The cost and accumulated depreciation of property items sold or retired are eliminated from the accounts. Minor expenditures for maintenance, repairs, and renewals are expensed. Donated assets are recorded at their estimated fair market value at the time of donation.

Fixed assets consisted of the following at June 30:

	<u>2023</u>	<u>2022</u>
Leasehold Improvements	\$ 2,020,999	\$ 2,020,999
Equipment	362,025	362,025
Less: Accumulated Depreciation and Amortization	<u>(2,080,614)</u>	<u>(1,951,411)</u>
Leasehold Improvements and Equipment, Net	<u>\$ 302,410</u>	<u>\$ 431,613</u>

**GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023
(Continued)**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(Continued)**

Fixed Assets (Continued)

Depreciation and amortization is computed on a straight-line basis over the estimated useful lives of assets. The ranges of estimated useful lives used in computing depreciation are as follows:

	<u>Years</u>
Leasehold Improvements	7-12
Equipment	3-10

Depreciation and amortization expense amounted to \$129,204 and \$130,247 for the years ended June 30, 2023 and 2022, respectively.

Advertising

Advertising costs are expensed as incurred.

Recent Accounting Pronouncements

In September 2020, FASB issued ASU 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. ASU 2020-07 requires the presentation of contributed nonfinancial assets as a separate line item in the statement of activities, apart from contributions of cash and other financial assets. The main difference between the guidance in ASU 2020-07 and previous GAAP is the disclosure of a disaggregation of the amount of contributed nonfinancial assets, qualitative information about whether the contributed nonfinancial assets were either monetized or utilized during the period, the School's policy about monetizing rather than utilizing the assets, a description of any donor-imposed restrictions associated with the assets, a description of the valuation techniques used, and the principal market used to arrive at a fair value measurement. During the year ended June 30, 2022 the School adopted ASU 2020-07 for its contributed nonfinancial assets. This adoption was applied on a retrospective basis.

In February 2016, FASB issued ASU 2016-02, *Leases (Topic 842)*. ASU 2016-02 requires the recognition of lease assets and lease liabilities by lessees for those leases currently classified as operating leases and makes certain changes to the accounting for lease expenses. The main difference between the guidance in ASU 2016-02 and current GAAP is the recognition of lease assets and lease liabilities by lessees for those leases classified as operating leases under current GAAP. During the year ended June 30, 2023 the School adopted ASU 2016-02 for its leasing arrangements, along with the practical expedient, which allows modifications of contracts to be applied at the time of adoption. As a result of implementing ASU No. 2016-02, the School recognized right-of-use assets and lease liabilities totaling \$603,699 in its statements of financial position.

GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
June 30, 2023
(Continued)

NOTE 2 - BOARD-DESIGNATED NET ASSETS

As of June 30, 2023 and 2022, the board-designated net assets included \$100,000 to be held in an escrow account in case of a future dissolution as required by the New York State Department of Education.

In addition, as of June 30, 2023 and 2022, the board-designated net assets included \$750,000 and \$535,407 to assist with a new charter school that will be a replication of their existing school, respectively.

NOTE 3 - LIQUIDITY AND AVAILABILITY

The School regularly monitors the availability of resources required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the School considers all expenditures related to its ongoing activities, as well as the conduct of services undertaken to support those activities to be general expenditures.

At June 30, the following financial assets could readily be made available within one year of the statement of financial position date to meet general expenditures:

	2023	2022
Cash and cash equivalents	\$ 38,632	\$ 97,512
Accounts receivable	58,936	50,142
Other receivables	5,836	387,870
Pledges and grants receivable	196,383	145,741
	\$ 299,787	\$ 681,265

Resident Student Enrollment fees are received throughout the school year to provide additional funds for general expenditures. The School also has a line of credit of \$200,000 available if needed.

NOTE 4 - LINE OF CREDIT

The School has a line of credit with a maximum authorization of \$200,000. Advances against this line bears interest at a rate of 1.5% above the current bank prime rate. There was nothing outstanding at June 30, 2023 and \$141,417 outstanding at June 30, 2022.

**GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

June 30, 2023

(Continued)

NOTE 5 - CASH AND CASH EQUIVALENTS, AND RESTRICTED CASH

For the purposes of the statements of cash flows, cash and cash equivalents include all cash on hand and in banks, which at times, may exceed federally insured limits. The School considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. The School has not experienced any losses in these accounts and does not believe it is exposed to any significant credit risk with respect to cash and cash equivalents.

The School maintains cash in an escrow account in accordance with the terms of their charter agreement. The escrow is restricted to fund legal and other costs related to the dissolution of the School.

Cash and cash equivalents, and restricted cash consisted of the following at June 30:

	<u>2023</u>	<u>2022</u>
Checking	\$ 25,824	\$ 86,827
Money Market	<u>12,808</u>	<u>10,685</u>
Total Cash and Cash Equivalents	38,632	97,512
Restricted Cash - Escrow	<u>100,194</u>	<u>100,129</u>
Total Cash and Cash Equivalents, and Restricted Cash	<u>\$ 138,826</u>	<u>\$ 197,641</u>

NOTE 6 - INVESTMENTS

Investments in equity securities with readily determinable fair values and all investments in debt securities are measured at fair market value. Unrealized gains or losses on securities result from differences between the cost and fair market value of securities on a specified valuation date.

Investment securities are exposed to various risks, such as interest rate, market, economic conditions, world affairs and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term, and that such changes could materially affect the amounts reported in the accompanying financial statements.

A summary of investments at market value at June 30, is as follows:

	<u>2023</u>	<u>2022</u>
Mutual Funds - Equities	\$ 450,918	\$ 391,642
Mutual Funds - Bonds	<u>573,485</u>	<u>567,979</u>
Total	<u>\$ 1,024,403</u>	<u>\$ 959,621</u>

Mutual fund investments are based on Level 1 inputs in the hierarchy as described in Note 1. There were no changes in the valuation techniques during the year.

GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS

June 30, 2023

(Continued)

NOTE 7 - LEASES

The School determines if an arrangement is or contains a lease at inception. Leases are included in right-of-use (ROU) assets and lease liabilities in the statements of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The School does not report ROU assets and lease liabilities for its immaterial or short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term.

The School evaluated current contracts to determine which met the criteria of a lease. The ROU assets represent the School's right to use underlying assets for the lease term, and the lease liabilities represent the School's obligation to make lease payments arising from these leases. The ROU assets and lease liabilities, all of which arise from operating leases, were calculated based on the present value of future lease payments over the lease terms. The School has made an accounting policy election to use a risk-free rate in lieu of its incremental borrowing rate to discount future lease payments.

The School's operating leases consist of a real estate lease for school operations through August 2024 and an equipment lease for a copier through April 2028.

The following summarizes the weighted average remaining lease term and discount rate as of June 30, 2023:

<u>Weighted Average Remaining Lease Term</u>	
Operating leases	2.5 years
 <u>Weighted Average Discount Rate</u>	
Operating leases	3.2%

Future maturities of lease liabilities are presented in the following table, for the years ending June 30:

2024	\$ 276,164
2025	35,665
2026	35,665
2027	35,665
2028	<u>29,721</u>
Total Lease Payments	412,880
Less Present Value Discount	<u>(24,346)</u>
Total Lease Obligations	<u><u>\$ 388,534</u></u>

GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS

June 30, 2023

(Continued)

NOTE 7 - LEASES (Continued)

The following summarizes the line items in the statements of activities which include the components of lease expense for the year ended June 30, 2023:

Operating lease expense included in program services expenses	\$ 229,457
Operating lease expense included in management and general expenses	<u>9,561</u>
Total operating lease costs	<u><u>\$ 239,018</u></u>

Supplemental Disclosures of Non-Cash Investing and Financing Activities

The following summarizes cash flow information related to leases for the year ended June 30, 2023:

Cash paid for amounts included in the measurement of lease liabilities:	
Operating cash flows from operating leases	\$ 231,594
Lease assets obtained in exchange for lease obligations:	
Operating leases	\$ 603,699

NOTE 8 - PENSION EXPENSE

The School participates in the New York State Teachers' Retirement System (System), a cost-sharing, multiple-employer, defined benefit pension plan administered by the New York State Teachers' Retirement Board. The System provides retirement, disability, withdrawal, and death benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York.

Plan members who joined the System before July 27, 1976 are not required to make contributions. Those joining after July 27, 1976 and before January 1, 2010 with less than ten years of membership are required to contribute 3% of their annual salary. Those joining on or after January 1, 2010 and before April 1, 2012 are required to contribute 3.5% of their annual salary for their entire working career. Those joining after April 1, 2012 are required to contribute between 3% and 6%, dependent upon their salary, for their entire working career. Employers are required to contribute at an actuarially determined rate. Rates applicable to the fiscal years ended June 30, 2023 and 2022 were 10.29% and 9.80%, respectively.

**GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2023
(Continued)**

NOTE 9 - PENSION EXPENSE (Continued)

The retirement contribution expense totaled \$183,509 and \$186,358 for the years ended June 30, 2023 and 2022, respectively.

The School also has a 403(b) annuity retirement plan for its employees. After one year of service, employees at least 21 years of age that work a minimum of 1,000 hours annually, may contribute a portion of their taxable salary not to exceed the statutory limits each year. Eligible employees may also receive discretionary amounts the School contributes. The Board of Trustees voted not to make a discretionary contribution for the years ended June 30, 2023 and 2022.

NOTE 9 - SPECIAL EDUCATION AND OTHER SERVICES

The majority of special education services required by students of the School are provided by the Rochester City School District. The Rochester City School District also provided transportation. The School was unable to determine a value for these services, thus, these financial statements do not reflect revenue or expenses associated with those services.

Occasionally, the School does need to offer special education services that are not provided through the Rochester City School District. The School uses contracted services at these times; the revenue and expense for these services have been included in the financial statements.

The School also receives State Aid in the form of textbooks, computer hardware, computer software, and library materials through the Rochester City School District. The total aid received for the years ended June 30, 2023 and 2022 was \$17,208 and \$15,479, respectively.

NOTE 10 - DONATED SERVICES AND GOODS

The School receives donated services that do not meet the criteria for recording as revenue and expense under accounting principles generally accepted in the United States of America. During the years ended June 30, 2023 and 2022, approximately 95 and 160 families provided 1,975 and 4,925 hours of service, respectively. There were also 14 board members who donated 365 hours during the years ended June 30, 2023 and 2022. Volunteers help with many tasks at the School such as serving meals, chaperoning field studies, preparing classroom materials, and serving on the board.

**GENESEE COMMUNITY CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS**

June 30, 2023

(Continued)

NOTE 11 - SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 19, 2023, which is the date the statements were available for issuance.

GENESEE COMMUNITY CHARTER SCHOOL

SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2023



**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
Genesee Community 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 Genesee Community Charter School (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 19, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Genesee Community Charter School's internal control over financial reporting (internal control) as a basis for designing 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 Genesee Community Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Genesee Community Charter 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 a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity'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.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Genesee Community Charter School's financial statements are free of material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the financial statements. 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Heveron & Company CPAs

Rochester, New York

October 19, 2023



FOR INQUIRIES CALL: EAST WINTON OFFICE
(585) 442-1821

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GENESEE COMMUNITY CHARTER SCHO
THE DISSOLUTION ACCOUNT
657 EAST AVE
ROCHESTER NY 14607

ACCOUNT TYPE	
COMMERCIAL MONEY MARKET SAVINGS	

ACCOUNT NUMBER	STATEMENT PERIOD
██████████	JUL.01-JUL.31,2023

BEGINNING BALANCE	\$100,202.57
DEPOSITS & CREDITS	0.00
LESS CHECKS & DEBITS	0.00
INTEREST	8.51
LESS SERVICE CHARGES	0.00
ENDING BALANCE	\$100,211.08

INTEREST PAID YEAR TO DATE \$58.19

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
07/01/2023	BEGINNING BALANCE			\$100,202.57
07/31/2023	INTEREST PAYMENT	\$8.51		100,211.08
	ENDING BALANCE			\$100,211.08

INTEREST RATE HISTORY

INTEREST RATE	BEGINNING DATE	ENDING DATE
0.10%	06/30/2023	07/31/2023

HOW TO BALANCE YOUR M&T BANK ACCOUNT

TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1, 2, & 3.

STEP 1 Place a checkmark (✓) beside each item listed on this statement which has a corresponding entry in your register.
Also place a checkmark next to the item in your register.

STEP 2 Add to your register:
(a) Any deposits and other credits shown on this statement which you have not already entered.
(b) Any interest this statement shows credited to your account.

STEP 3 Subtract from your register:
(a) Any checks or other withdrawals shown on this statement which you did not enter into your register.
(b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.
(c) Any service charges shown on this statement which you have not already subtracted.

TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

STEP 4 List any outstanding checks or debits written in your register, but not yet appearing on your statement.

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
1	\$
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
SUBTOTAL OF COLUMN 1	\$

OUTSTANDING CHECKS AND OTHER DEBITS	
NUMBER	AMOUNT
13	\$
14	
15	
16	
17	
18	
19	
20	
21	
22	
SUBTOTAL OF COLUMN 2	
SUBTOTAL OF COLUMN 1 +	
TOTAL OUTSTANDING CHECKS AND DEBITS	\$

STEP 5 Enter on this line the **Ending Balance** shown in the summary on the front of this statement.

\$	
----	--

STEP 6 Enter the total of any deposits or other credits shown on your register which are not shown on this statement.

\$	
----	--

STEP 7 Enter the total of **STEPS 5 & 6**.

\$	
----	--

STEP 8 Enter **TOTAL OUTSTANDING CHECKS & DEBITS** (from **STEP 4**).

\$	
----	--

STEP 9 Subtract **STEP 8** from **STEP 7** and enter the difference here.

\$	
----	--

This amount should be your current account balance.

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.





October 4, 2023

To The Finance Committee
of the Board of Trustees
Genesee Community Charter School
657 East Avenue
Rochester, New York 14607

Dear Committee Members:

In addition to the required communications that we included in a separate letter, we have some observations about financial trends and recommendations for improvements.

Trends

Comparative financial information and trends for the current and prior three years are also enclosed. This information should assist you in analyzing your financial results, and may be useful for budgeting and planning. Significant trends that we noted include:

- Due to the new lease standard in effect for the year ended June 2023, the operating leases are now represented as Right-of-Use Assets on the statement of financial position along with Lease Liabilities. These will be decreased over the life of the lease and expensed using the straight line method. Details are disclosed in Note 7.
- Food Service Fees income increased \$17,000 compared to the prior year. This is mainly due to a 15% increase in the Federal and State reimbursement rates. This increase was used to offset the 10% price increase with the current food service provider.
- Occupancy expense has increased \$76,000 based on a new lease agreement, an adjustment due to utilizing the straight line method because of the new lease standard, and the utilities no longer being included in the lease.
- Technology expenses has increased \$68,500. This is due to the purchase of MacBooks, upgrading and installation of exterior door and hall monitoring equipment.

260 Plymouth Ave. South,
Rochester, New York 14608-2239

P 585.232.2956 • F 585.423.0599

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Control Deficiencies

The following are not considered material weaknesses.

- The most basic and effective control over cash receipts is to segregate duties related to cash receipts. Currently, the same person is opening the mail and recording cash receipts in QuickBooks. An independent person should open the mail, stamp checks for deposit only, and enter all checks into a log. The log should be compared to deposits to ensure all are recorded. Additionally, the same person handles cash receipts and prepares and sends donor acknowledgement letters. These duties should be separated to improve controls over cash receipts.
- It was noted during the audit that there is not an independent review of adjusting journal entries. These should be reviewed at least quarterly by an independent person in order to ensure that all activity being recorded as an adjusting journal entry is reasonable. This is an inherently risky area since incorrect activity could be posted and it might not be identified.
- In general, the use of credit cards has been identified as an area for many organizations where there is often inadequate documentation and occasional abuse. A person knowledgeable of the School's finances, other than the check preparer, should review the School Leader's credit card activity to be sure that it is proper. We recommend a board member perform and document this review. Any questionable items should be investigated. This will help identify bank errors, your errors, or misuse of funds.
- Regularly using purchase orders will allow for better tracking of spending. We noted that the accounting procedures manual says purchase orders should be used for all items purchased, however, we found that purchase orders are not being used consistently. A system should be put in place to approve all purchase via purchase order prior to the purchase being placed.

Recordkeeping and Other Matters

- There are negative balances in your accounts payable account. These balances should be investigated and corrected. If they remain, overall accounts payable will be understated on the statement of financial position.

Please contact us if you have any questions about this letter or if we can help in any other way.

Sincerely,

A large black rectangular redaction box covering the signature area.

Heveron & Company CPAs



Genesee Community Charter School
at the Rochester Museum & Science Center

657 East Avenue · Rochester, NY 14607 · (585) 271-4552 x 460 · www.GCCSchool.org

November 1, 2023

To Whom It May Concern:

The following items are not applicable to Genesee Community Charter School for the 2022-23 Audit for the following reasons:

1. Federal Single Audit
 - The Federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.
2. Agreed-Upon Procedure Report
 - This was not a needed item for the 2023-24 Audit and therefore is not applicable.
3. Corrective Action Plan for Audit Findings and Management Letter Recommendations
 - The audit did not unveil any material findings and therefore this is not applicable.

Sincerely,

Shannon Hillman
Executive Director

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Michele Hannagan

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*President
Community Representative*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, 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(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted Signature]

6-7-2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Eboni W. Henderson

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Community representative.

Chair, Governance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]
Signature

10/7/2023
Date

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- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Adam Koreman

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Community rep

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, 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(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted]

6/7/23

Signature

Date

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

last revised 04/2022

1970-01-01

The following are the results of the

analysis of the data.

1970-01-01

The following are the results of the

1970-01-01

1970-01-01

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Danielle Lovell

Name of Charter School Education Corporation:

Benevolence community charter school

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

_____ 4/2/2023

Signature **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Colin Orr

Name of Charter School Education Corporation:

Genesee Community Charter School - River Campus

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

Father of two students. The students are not impacted by my participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, 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(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Business Telephone:

[Redacted]

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted]

6/7/23

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Allison Shultes

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

RMSC Rep
Secretary
Community Rep.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, 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(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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[Redacted]

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[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted]

6/7/2023

Signature

Date

Acceptable signature formats include:

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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Tasha Y. Stevens

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent representative
Community representative
Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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None

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Business Telephone:

Business Address:

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted Signature]

Signature

June 7, 2023

Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Kevin Sutherland

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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None

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[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted]

6/7/2023

Signature

Date

- Acceptable signature formats include:
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**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Annemarie E Wess

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Community member, Personnel Committee member, Nominating Committee member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

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None

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Business Telephone:

N/A

Business Address:

N/A

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED] 7/15/23

Signature **Date**

Acceptable signature formats include:

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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Jessica Winterhalt Wanner

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

parent rep

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

mother of 2 students

Greyson + Lucia Wanner

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

I served as an emergency per diem substitute beginning in March, 2023. I was subsequently offered and accepted a long-term substitute teacher position and termed off the board.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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None

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Business Telephone:

W/A

Business Address:

W/A

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

Signature

[Redacted Signature]

Date

6/12/23

Acceptable signature formats include:

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last revised 04/2022

**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Charlie Johnson

Name of Charter School Education Corporation:

Genesee Community Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

Sarah Johnson - teacher/spouse

I will recuse myself from any discussion and/or vote by which my spouse's employment may be affected.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

Charli Johnson 6th grade
Aria Johnson 3rd grade

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

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Business Address:

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E-mail Address:

Home Telephone:

[Redacted]

Home Address:

[Redacted]

Signature

[Redacted Signature]

Date

6/8/23

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last revised 04/2022

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

RIVER CAMPUS: FINAL Meeting Minutes
July 20, 2022 | 5:30pm
Via Zoom

Board Members Present: Michele Hannagan, **Eboni Henderson, Charlie Johnson, Adam Koneman**, Ryan O'Malley, **Colin Orr**, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Board Member Arrivals/Departures During Meeting in Progress: Mark Schiesser at 5:40pm, Annemarie Wess at 5:41pm

Board Members Absent: Nolica Murray-Fields, **VACANCY: RMSC Rep**

Educational Governance Council Members Present: Shannon Hillman
Educational Governance Council Absent: Alexis Stubbe, **VACANCY**

Guests: Robin Blew, Maureen Milke, Kemouy Bhalai

Legal Counsel Present:

Legal Counsel Absent: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

MEETING IS BEING RECORDED AND AVAILABLE.

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:32pm. A quorum was present at the beginning of the meeting. Michele extended a special welcome to the newest board members—Colin Orr (parent rep), Eboni Henderson (community rep), and Adam T. Koneman (community rep).

The new board members gave brief introductions of themselves. Colin is a parent rep with two students at GCCS—an incoming 3rd grader, 1st grader. He is a teacher at Mcquaid Jesuit School, has a masters from the UofR Warner School in Education Policy. Eboni Henderson is a Rochester native, she is mother of 2 boys, a small business owner that focuses on training and personality awareness. Adam Koneman is new to Rochester and found out about the Board from Deb Hamner. The rest of the Board did a round robin of introductions to introduce themselves to the new members.

2. Review & Approve Monthly Minutes

Review and Approve June 8, 2022 Meeting Minutes

Motion 072022.1

Upon motion of Jess Wanner, and duly seconded by Allison Shultes, RESOLVED, that the minutes of the June 8, 2022 meeting of the GCCS River Campus Board be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.1 passed: 8 to 0

3. Financial Report: May Financial Update & Heveron & Heveron Audit Proposal -Robin, Kevin, Shannon

May 2022 Financial Update

Robin reported on the budget to actual review through May 31, 2022. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue: Year to date actual is \$ 2,714,042
 - Per Pupil Revenue: average enrollment was 215 pupils; RCSD is primary district, additional suburban districts; Robin and Maureen true this per pupil count with registrars from other districts. Running a couple hundred over where we budgeted. These are still subject to change as districts true up their counts.
 - Grants: Title I, II & IV (Includes ESSER & ARP): All of this has been spent through April. Not anticipating anything new in April. More to recognize in June for ESSER and ARP that will be reported next week.
 - Income- Other: Nothing new to report.
- Expenses:
 - Food Service: More revenue will be reflected in June. Nothing new to report.
 - Field Study: Completed at this time.
 - Administration/Instruction: Nothing new to report.
 - Professional Development: There was one minor change in expenditures as these were actually better suited to be charged against the ARP grant.
 - Supplies:
 - COVID Technology/ESSER Cares: Nothing new to report.
 - Operations:
 - Business Services: Nothing new to report.
 - Printing & Copying: Nothing new to report.
 - Transportation: Nothing new to report.
 - COVID Expenses: Nothing new to report.
 - Capital/ Facilities: Rent was higher this year than originally budgeted
 - Surplus/Deficit: Coming in at xxxxx

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year. It also shows our restricted account that the state requires we have as a dissolution account. Even with the cash flow challenges with the new school the balance still looks good!

- Assets:
 - Cash on Hand: Still watching this very carefully as River has been footing the expenditures of \$274K for Flour City until the CRP grant is received.
 - Investments: Nothing new to report.
 - Total Cash & Investments: Nothing new to report.
 - Accounts receivable: This is who owes us money; Nothing new to report.
 - Prepaid Expenses: Nothing new to report.
 - Total Assets: Nothing new to report.
- Liabilities:
 - Accounts Payable: Bill we haven't paid yet; Nothing new to report.
 - Equity: Nothing new to report.
 - Accrued Payroll: Robin shared how this works throughout the year for new board members.
 - Line of Credit: this is a new line item for us as we've need to open it to support new school

- Net Assets: Nothing new to report.
- Unearned Revenue: every other month we differ this revenue from districts that work on an every other month basis.
- Board Designated Funds: Nothing new to report.
- Net Income: Nothing new to report.
- Total Equity: Nothing new to report.
- Total Liabilities & Equity: Nothing new to report.
- Investment Accounts Review: Withdrew \$214,593K of the \$750 we approved to set aside to fund Flour City expenses. Overall at a loss of \$104,365.
 - Vanguard: 3/30/2022 statement is at \$353K; down from \$553 at this time last year.
 - Fidelity: Down to \$671K from \$725K at this time last year.

Heveron & Heveron Audit Proposal

Motion 072022.2

Upon motion of Kevin Sutherland and duly seconded by Michele Hannagan, RESOLVED, to approve the 2021-2022 audit from Heveron & Heveron as presented.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.2 passed: 8 to 0

4. Board Development Presentation: *Anna Hall from the Northeast Charter Network*

- a. **Who is NECN and how do they support charter schools?**
- b. **Legislation and policy updates: local, state & national**
- c. **Q & A**

This item will be moved to the August meeting as Anna had to cancel at the last minute due to illness.

5 . End of Year 2021-2022 Board Report - Shannon

Due to the timing of the staff reception following the June meeting, this presentation was pushed back to tonight's meeting. Shannon shared with the Board how to access all of the documents that are part of the 2021-2022 Board Report in the shared Google Drive folder and that they are organized by the categories in which she is evaluated. The narrative document will lead Board members through the entire folder through hyperlinks.

Shannon began by reading the 'cover letter' that she wrote to the Board to introduce the End of Year report. The letter highlighted the growing pains of "entering adulthood" as a 20+ year old organization and made comparisons to the

- -21st year was overwhelming despite the challenges of two years of teaching during COVID
- -increase in anxiety and depression nationwide in students
- -studies have revealed how COVID has challenged adults
- -challenges of families faced after the
- - entered the year with Too much confidence; this year was full of invisible obstacles that were harder to overcome
- Transitions including ending, neutral and new beginnings
- Growth of new staff and leadership team led to understanding
- Still questioning

- Big dip in culture during this school year; true learning experiences as part of the EL education model
- Trusting in strong roots of family ties of the community

The categories of folders that Shannon highlighted are:

Student Progress & Achievement Folder: This folder includes information about test scores. We were able to take the test scores from the NY state tests last fall. 3-6th graders 70% passed in ELA, 44% in Math State Tests, i-Ready better represents the student results but overall 56% of students landed themselves in at or above grade level in reading and 45% met their annual typical growth; in Math 47% landed in at or above grade level in and 35% met their annual typical growth. Recognize that targeted interventions are impactful and want to work more to ensure that the intervention teachers are working more closely with classroom teachers so that the targeted individual work is being reflected in the larger classroom setting.

Curriculum & Instruction: This focused on the model of EL Education. An Implementation Review Report (IR) is completed by EL. We had a lower IR score than we ever have had but are still at the threshold of credentialed school. The results are pointing back to intervention and students taking ownership of their own learning which

Expedition: The content of our expeditions were not sacrificed this year and we have figured out strong ways to be culturally responsive, multicultural education in expeditions and final products. What has decreased is the quality of the final products and they aren't quite as polished as they have been in the past. Arts integration is something that we worked with the staff on this year and it will be focused on next year.

Math: Spoke a little bit about math tonight; and have previously shared that Engage NY has not been serving the teachers well and piloted a few different programs (Bridges, Zearn and IM). Landed on IM and was decided on by teachers who use it. Excited about how IM program/curriculum can support growth in math next year

Continuous Development of Teachers & Staff: In 2021-2022 we really focused on character and high leverage intervention systems. These systems took about the entire year to get the strategies in place across the board—we were in a reactive year in terms of professional development so teachers and brought in PERI, C3, and a behavior specialist and a sensory specialist to work with teachers to help get in front on some of the educational and behavioral challenges that they were facing. Usually, we do a lot of in house PD which was new to us to do so many out-of house sessions which made it feel tough to stay focused on one specific topic even though they were all related. Exploring some real forward movement to re-brand the Diversity, Racial, Equity Committee to include a justice element. The TDAP (Teacher Development Accountability Process) was reignited this year but didn't meet as regularly as they would have liked but through this work the math program decision was made, the reading teachers were able to work on a skills block, and the intervention coach could support upper level ELA teachers.

Building a Collaborative Community: This section was new because it was the first year with Rahimah (the Director of Community Engagement). Some highlights from her work include: coffee talks, taking the initiative to meet with families off campus, creating affinity groups of neuro-diversity group of families, families of color, new family groups and for those groups to find resources and be a place to build a small community and ask questions. Developing better partnerships with organizations in the community with a focus on After School programs—piloted this with EarthWorks this year. She also played a big role in the recruitment and hiring process. Some partnerships that had gone away with COVID (St. John Fisher, Brockport, etc.)

came back. There is a note that the relationship with teh RMSC has been strained this year due to the lease logistics process.

School Culture & Climate: Shannon shared that this is the category where it feels like the most time was spent but with the smallest reward. This is the category where all of the factors of the challenges from COVID came into play, the growth and expansion of the school, onboarding new leadership and this stress impacted communication changes. Staff morale and student morale was definitely down—as it is across the nation. LEaned into the concept of Crew very hard this year with each adult at GCCS leading a small group of students as a crew which has definitely paid off. The student culture & climate survey will show this data and information. One of the goals last year was to focus on our black and brown students, particularly female students about how they feel welcome and included at school—there was a 24% increase in a feeling comfortable at school across the board for all students, a 40% jump in black students, 40% jump in female black students. This is a direct result in focusing on diversifying staff and focusing on small group work in Crew and Shannon is really proud of these efforts.

Resource Allocation & Management: This includes finance, staff and other pieces of information about enrollment and recruitment. This year was very uncomfortable for us as we are historically a financially secure school and tapping into investments for expansion was tough, there were additional expenses related to staff—long term subs, a lot of absenteeism, etc. The organization chart for both the River and Flour City campus is included as it reflects a lot of thoughtful work on how the two schools will work together and support each other next year. It also includes a ABC Decision Making Chart to help guide the work of the new leadership team and collaboration.

Enrollment: 946 applications this year for both schools, 607 for GCCS River, 46 accepted applications for current schools: 12 ELL, 25 Free and reduced lunch, 5 IEP/Services. The numbers really reflect a growth in diversity of the student body and that Good Schools Roc platform is working really well to support GCCS's goals in that area.

Shannon opened up the conversation for questions and feedback from the Board. The Board shared feedback thanking Shannon for the comprehensive documentation of the year and addressing some of the big challenges in a very transparent way. There were questions about gaps in achievement, focus on anti-racism next year, any opportunities to reassess the getting to grade level and what that means across all schools and the shift in the gaps for the COVID generation of learners. Shannon shared that student growth and recognition for their own growth and knowing what the benchmarks are will be a big focus next year. There was a question about how to continue to get good data and evaluation when testing is continually getting a bad wrap—Shannon shared that she never wants GCCS to be prep to test school but both data and anecdotal feedback is important. New Board members asked questions about the verbiage Tier 1 & Tier 2 means and that Tier 1 is the baseline level of good teaching for all students but, knowing your students and what each of their needs are. Tier 2 level intervention is when there are specific students who need additional support through small group work, programs, etc. that they don't get with the full group and Tier 3 is when students need elevated support to push for growth and may be the student getting pulled out of class for intervention or services. Shannon shared that there is a through line behind many of the factors including that EL has not provided as much PD as they normally do in a year, EL has been really focused on equity but not as focused on academic instruction, GCCS is learning about their own inequities and because of that were tough on themselves in the IR.

6. Committee Updates

- a. **Community Engagement:**
None.

b. **Discipline:** (Nolica Murray-Fields)

None.

c. **Nominating: Committee Assignments, RMSC Representative Update** (Annemarie Wess)

Committee Assignments: Annemarie walked the Board through the current committee assignments. Assignments were made based on Board member skill sets and if anyone doesn't want to participate in that committee they can contact Annemarie to adjust. Annemarie went through each Board member's committee assignments. Michele shared that each committee meets on their own schedule and at differing rates--Committee leaders will contact new members to ensure they are on the meeting schedule. Annemarie is going to share the descriptions of the committees out to new Board members so they read about them and better understand the roles and duties.

RMSC Representative Update: Allison, the Secretary and RMSC Representative, will be leaving the Board as she has taken a new position at another local institution. As RMSC Reps are appointed by the CEO & President, her role as the RMSC Rep will need to be filled by whomever is appointed. As of August 5th, there will be an opening for Board Secretary position.

d. **Personnel: Hiring & Recruitment Updates and Contract Approvals, Staff Handbook Addendum Approval** (Michele Hannagan/Kemouy Bhalai)

Hiring & Recruitment: One more teacher to hire and are in the interview process. There are two candidates and are hoping to have a decision made by the end of this week. Additionally, there is still another TA position to fill and there are a handful of candidates they are looking at. A special meeting of the Board may be needed to finalize approvals.

Contract Approvals:

Kemouy is presenting three candidates as teacher assistants for GCCS River Campus. Two of them were substitutes this year and were able to create really great relationships with students and other staff. Two of the three candidates presented this evening identify as a person of color.

Latoya was a substitute this past year and has over 6 years experience in education and a certification.

Motion 072022.3

Upon motion of Jess Wanner, and duly seconded by Michele Hannagan , RESOLVED, to approve Latoya Bewley for a teacher assistant position for the 2022-2023 school year at the annual 10-month salary of \$35,640 .

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.3 passed: 8 to 0

Ma'keba is coming to us with more experience in the healthcare field but she interviewed really well and has a great passion for working with children.

Motion 072022.4

Upon motion of Jess Wanner and duly seconded by Michele Hannagan , RESOLVED, to approve Ma'keba Smithers for a teacher assistant position for the 2022-2023 school year at the annual 10-month salary of \$33,000 .

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.4 passed: 8 to 0

Kayla was substitute TA all year and comes to us with a lot of music background and counts towards instructional experience.

Motion 072022.5

Upon motion of Jess Wanner and duly seconded by Michele Hannagan , RESOLVED, to approve Kayla Juzarel for a teacher assistant position for the 2022-2023 school year at the annual 10-month salary of \$33,880 .

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.5 passed: 8 to 0

Staff Handbook Addendum Approval:

Shannon shared that from the site visit from the Board of Regents Office (Susan Gibbons), we were charged with creating a memo of how the two schools will support and work with each other and outline staffing, governance, finance management (i.e. payroll),etc. as they are not within the same organization (yet!). This document was created with consultation from benefits and payroll support and other professionals. Shannon is going to have the Flour City Campus Board review it tomorrow and then would like to share it with the Board of Regents tomorrow. Payroll will be separate (two-checks), benefits, contracted services, and other expenses and how they will be allocated are outlined. It includes the organizational structures/charts so that is clear to the Board of Regents as well. It was recommended from a Board member that we have George (Legal Counsel) review it before it gets sent.

Motion 072022.6

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess , RESOLVED, to approve the Staff Handbook Addendum for the GCCS River Campus pending review and sign off from attorney George DesMarteau.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.6 passed: 8 to 0

e. ***Safety: District Safety Plan Approval (Shannon Hillman)**

Shannon shared that the District Safety Plan was opened for public comment on June 8, 2022 and it will stay open for another 30 days while the team continues to develop the plan. It will be approved at the August meeting.

- f. ***Diversity & Racial Equity: Updates** (*Jessica Wanner/ Shannon Hillman*)
Working on recruiting another community representative.

Outstanding Business

7. Board Capacity Building Work with Breakthrough Leadership Date–Deb’s Email- [Michele Hannagan](#)

- a. *Monday 9/12/22 either 8-10am or 4-6pm* ***Board members are asked to Please reply to Deb’s email from 7/11/2022 with whichever calendar invitation works best, or both if no preferences.***

Michele reminded the Board about our commitment to Board Capacity Building and have approved to have sessions with her to do this work at a time when we can really commit to it. There are two times to choose from and is requesting that Board members respond to her invite and/or reply to her email.

8. RMSC Lease Update

There is still no lease from the RMSC but the process is within the timeframe (before September 1st). The price per square foot and the square footage be asked for are still items being negotiated. It is looking like it will be over budget and RMSC is waiting for GCCS to review the latest edits before the group meets again to discuss.

New Business

9. Food Service Contract Approval- Shannon

Shannon brought the Food Service Contract to the Board for approval from Julia K Caters. Robin and Michele Henry (food service coordinator) did a search for other providers and they came up empty handed as other providers couldn’t pick up new clients or didn’t offer the type of services GCCS River Campus needs (breakfast and lunch). Prices did go up by 10% which was a bigger increase than expected. However, with COVID expenses and food prices on the rise that is the price available–reimbursement will be still in line so the hit won’t be that big.

Adam K left the meeting at 7:37

Motion 072022.7

Upon motion of Annemarie Wess ,and duly seconded by Kevin Sutherland , RESOLVED, to approve the Food Service Contract with Julia K Caters for the 2022-2023 school year as presented.

Voting in the affirmative: Michele Hannagan, Ryan O’Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: Mark Schiesser

Abstaining: None

Motion 072022.7 passed: 7 to 1

10. IT Contract Approval & Updates

Recommending to continue contracting with Ken Haslip for IT Services. He has been working very hard to get both schools up and running. It is anticipated that we will need to contract with other IT providers/contractors once school resumes. There is a website proposal document in the folder for Board members to review–this is not up for approval tonight but the conversation about website updates that creates a new page for Flour City in one spot (a new quote will be coming that is cheaper than the one in the folder). There is also a new Apple lease in the folder for new macbooks (the current 3 year lease is up) and it is on par (+\$2K) with the cost of the current lease.

Motion 072022.8

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, to approve the IT Contract with Ken Haslip for his IT consultation and services as presented.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.8 passed: 8 to 0

Motion 072022.9

Upon motion of Jess Wanner, and duly seconded by Ryan O'Malley, RESOLVED to approve the Apple contract as presented for a three year total of \$38,716.75

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.9 passed: 8 to 0

11. Charter Renewal Special Date

This will be a large document and long process and Shannon really wants to make sure the Board is informed and given time to get it done. It is due August 16th which is just before the next meeting of the Board. Shannon is going to work to get the documentation ready by noon on August 12th for the Board to have time to review it. A special meeting will need to be held on August 15th at noon--Shannon will send the invite out to the full Board.

*Tasha left the meeting at 7:50pm

Open Forum

12. Future Agenda Topics, Open Meeting Law Review and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 7:52 pm.

Open Meeting Law Review: Item was not discussed.

Future Agenda Topics: none were discussed.

13. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

14. Review Actions and Agreements (Allison Shultes)

Action Items:

- All Board members are to respond to Deb Hamner's email with their preferred time for the Board workshop on 9/12.
- Shannon will send an invite out to the full board inviting them to a special meeting of the Board on August 15th at noon to approve the charter renewal document.

Motion 072022.10

Upon the motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the Board adjourn the July 20, 2022 meeting at 7:53pm.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 072022.10 Passed: 7 to 0

Respectfully Submitted,

Allison Shultes

Secretary of GCCS- River Campus Board of Trustees

GCCS-River Campus Board Minutes/July 20, 2022

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

RIVER CAMPUS: FINAL Special Meeting Minutes
August 4, 2022 | 8:30am
Via Zoom

Board Members Present: Michele Hannagan, **Adam Koneman**, Nolica Murray-Fields, Ryan O'Malley, **Colin Orr**, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Board Member Arrivals/Departures During Meeting in Progress:

Board Members Absent: Eboni Henderson, Jessica Wanner, **Charlie Johnson**, **VACANCY:** RMSC Rep

Educational Governance Council Members Present: Shannon Hillman, Alexis Stubbe, **VACANCY**

Educational Governance Council Absent: None

Guests: Robin Blew, Maureen Milke, Kemouy Bhalai

Legal Counsel Present:

Legal Counsel Absent: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

MEETING IS BEING RECORDED AND AVAILABLE.

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 8:46am. A quorum was present at the beginning of the meeting.

2. Review & Approve: none.

3. Finance Committee: M & T Loan Guarantee

Review and Approve M&T Loan Guarantee

M& T wasn't sure if the loan for Flour City would be approved since it is new and without any credit history. They suggested having River Campus Board guarantee the loan—not collateral, but would cover it for up to \$500K which is in line with the Board Designated funds that we have already approved. River campus would be acting as the guarantor for the new school. M & T is looking for our approval of this and a balance sheet for Flour City as well. In initial conversations with Heveron (auditors) they did not seem to take issue with this. Board members asked a question about why we need a loan if we have the funds—because Flour City has yet to receive the grant funds from New York State and the parameters of the loan—it's a one year loans and the general concept is that when the State money comes in, we will be able to pay back some of the loan with those funds and by the end of the school year coming up we'll be in a better position with cash flow from operations to pay the loan offer.

Motion 080422.1

Upon motion of Kevin Sutherland and duly seconded by Michele Hannagan, RESOLVED, that GCCS River Campus will designate \$500,000 of the designation funds for expansion to guarantee the \$800,000 loan from M&T bank.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 080422.1 passed: 8 to 0

4. Committee Updates:

a. **Community Engagement:** *none*

b. **Discipline:** *none*

c. **Nominating:** *none*

d. **Personnel:** Hiring Updates & Contract Approvals, Org Chart Revision Approval, Title Shift Approval, Revised Memo to Charter School Office Approval

DUE TO TIME CONSTRAINTS THE AUGUST 4, 2022 SPECIAL MEETING OF THE GCCS RIVER CAMPUS BOARD WAS CALLED TO RECESS AT 9:02AM TO RECONVENE ON AUGUST 4, 2022 AT 5PM.

Motion 080422.2

Upon the motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the Board will reconvene this special meeting on August 4, 2022 at 5:00pm

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 080422.2 Passed: 8 to 0

RIVER CAMPUS: DRAFT Special Meeting Minutes

August 4, 2022 | 5:00pm

Via Zoom

Board Members Present: Michele Hannagan, **Adam Koneman** Nolica Murray-Fields, Ryan O'Malley, **Colin Orr**, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Board Member Arrivals/Departures During Meeting in Progress: Nolica Murray-Fields, Mark Schiesser,

Board Members Absent: Eboni Henderson, Charlie Johnson, Jessica Wanner, **VACANCY:** RMSC Rep (1)

Educational Governance Council Members Present: Shannon Hillman, Alexis Stubbe

Educational Governance Council Absent: VACANCY

Guests: Robin Blew, Maureen Milke, Kemouy Bhalai

Legal Counsel Present:

Legal Counsel Absent: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

MEETING IS BEING RECORDED AND AVAILABLE.

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting back to order (reconvening) at 5:00pm. A quorum was present at the beginning of the meeting.

Hiring Updates & Contract Approvals:

Roseanne DiMaria was offered a teacher assistant position for the River Campus school. She comes with previous work experience at the Cobblestone school and the Villa of Hope.

There are still a handful of openings including the Director of Family and Community Engagement, one classroom teacher position, a music teacher position and a couple of others. Kemouy shared that with the RCSD having so many positions open, that we are competing for candidates. Kemouy was thinking that they will have to be creative about filling positions and possibly holding their own open house to drum up some more candidates!

Motion 080422.3

Upon motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, to approve Roseanne DiMaria for a 1.0 FTE teacher assistant position for the 2022-2023 school year at Flour City Campus at the 10 month salary of \$35,200

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess, Mark Schiesser, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 080422.3 passed: 8 to 0

Organizational Chart Updates:

Shannon shared that the memo we had previously approved (last month) and shared to Susan at NYSED (at her request) that outlined the reporting structures and relationships between the River Campus and Flour City Campus was received and that Susan expressed concerns about it and that it increased reporting structures. Therefore, Shannon has revised the organization chart, shifted titles for some staff members and revised the memo to outline these changes.

Org Chart Revision Approval: The way that the org chart had been presented reflected an additional "layer" of reporting structure which is technically a material change and in order to do that it would have to happen during a charter renewal. The revised structure presented tonight is a sort of "in-between" structure that meets our needs for the upcoming year until the charter review can happen. Shannon will still be the School Leader for River Campus by title and Kemouy will be the Assistant School leader and have thought through how they will position this with families. With George's advice, the revisions are what will hopefully move through with a clean renewal with the state.

Motion 080422.4

Upon motion of Allison Shultes, and duly seconded by tasha Stevens, RESOLVED, that the revised organization chart for the GCCS River Campus as presented be approved.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 080422.4 passed: 8 to 0

Title Shift Revision Approval: Shannon shared that there are other title changes on this document, but that the biggest title change to share with the state is that of both Shannon and Kemouy to eliminate the additional reporting structure level. It was also shared that by doing so, Shannon and Kemouy will *not* assume the titles of Executive Director and School leader respectively, Shannon will remain the School Leader and Kemouy will take on the Assistant School Leader title. The following other titles have been revised to:

- Director of School Operations .7 FTE (from Coordinator of Operations & Data)
- Food Service Coordinator .25 FTE (from Clerical Assistant)
- Student Culture Coordinator (from Restorative Practice Coach)
- Director of Curriculum & Instruction .5 FTE (from Curriculum Coordinator)
- Literacy Coordinator .5 FTE (from Teacher on Special Assignment)
- Movement Teacher (from P.E. Teacher)

Resolution Designating Certain Officer/Administrator Titles (GCCS): *Whereas, the School, in furtherance of its educational mission, has initiated a plan of replication; and Whereas, as a result of its actions, Genesee Community Charter School – Flour City has received a charter and is preparing to open a new charter school; and\ Whereas, the School, in accordance with and subject to the limitations of its charter, intends to engage with and assist Genesee Community Charter School-Flour City in a cooperative effort to open and subsequently operate the new charter school; andWhereas, the Board of Trustees believes that the duties of certain officers/administrators will be facilitated by according them an additional title to be applied in such cases where the actions relate to this cooperative effort, BE IT RESOLVED, that the following titles are hereby accorded:*
School Leader to also be designated Executive Director, etc.

Motion 080422.5

Upon motion of Michele Hannagan and duly seconded by Mark Scheisser, RESOLVED, to approve the above Resolution Designation Certain Officer/Administrative Titles.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 080422.5 passed: 8 to 0

Revised Memo to Charter School Office Approval

Shannon shared that the revised memo is very similar to the previous memo and under advisement the memo is now focused on the two entities-River Campus and Flour City Campus– and their relationship and not focused on the merger. One of the categories focused on the organizational structure was edited to reflect the revisions to the org chart and title changes.

Motion 080422.6

Upon motion of Mchele Hannagan, and duly seconded by Mark Scheissser, RESOLVED, that the revised memo as presented be approved and sent to the New York State Charter School Office.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 080422.6 passed: 8 to 0

e. **Safety:** none

f. **Diversity and Racial Equity:** none

Outstanding Business:

5. Reaffirm and Recommit to Merger

During the Flour City Board meeting this morning, the board reaffirmed its commitment to reapplying for a merger with River Campus. The approval of this resolution will affirm the River Campus commitment to the merger as well and will go into the charter renewal as a material change.

Resolution Reaffirming Intent to Merge (Both schools): *Whereas, Genesee Community Charter School and Genesee Community Charter School – Flour City heretofore entered into a Plan of Merger; and Whereas, the merging entities did proceed with action necessary to effectuate the Plan of Merger; and Whereas, the Plan of Merger has not, as yet, received all requisite approvals so as to enable the merger to be effectuated; and Whereas, the Board of Trustees desires to continue efforts to secure all needed approvals and to effectuate the Plan of Merger, BE IT RESOLVED, that the Board of Trustees does hereby ratify and affirm the Plan of Merger, and directs the School Leader and/or the President to take any and all action, including the re-execution or redating of any documents, necessary to effectuate the Plan of Merger.*

Motion 080422.7

Upon motion of Allison Shultes, and duly seconded by Mark Scheisser, RESOLVED, to reaffirm our intent to merge GCCS River Campus with GCCS Flour City Campus under SUNY as has been discussed previously and is outlined in the above resolution.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 080422.7 passed: 8 to 0

6. RMSC Lease Update- Calculations & Services

Shannon shared that a rent price for year 1 and year 2 has been negotiated and meets what we were hoping for for Year 1 and meets the RMSC's price point for Year 2. This will include the former RMSC Preschool spaces and the Eisenhart basement space.

New Business

7. Cleaning Contract

Shannon shared that they have gone out for cleaning contracts as discussed at our last meeting for both schools and while we had previously approved a contract with Midnight Cleaners, they can no longer provide the services due to a lack of capacity. The new proposal is from Dimensional Services for a for 12 month contract (a bit over budget because of the full year) at a price of \$2,350 per month or \$28,200 for the year. Kevin shared that he will look into w

Motion 080422.8

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland RESOLVED, that the contract with Dimensional Services for the 10-month contract at an annual price of \$41,750 be approved.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 080422.8 passed: 8 to 0

8. Open Forum: Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 5:28 pm. No comments were made.

Future Agenda Topics:

9. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

10. Review Actions and Agreements -Allison Shultes

Action Items:

- *Reminder to the Board that there will be a Special Meeting of the Board to Approve the Charter Renewal on Monday Aug 15, 2022.*

Motion 080422.9

Upon the motion of Michele Hannagan , and duly seconded by Tasha Stevens, RESOLVED, that the Board adjourn the special meeting on August 4, 2022 at 5:29pm.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 080422.9 Passed: 8 to 0

Respectfully Submitted,

Allison Shultes

Secretary of GCCS- River Campus Board of Trustees

GCCS-River Campus Board Minutes/August 4, 2022

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

RIVER CAMPUS: FINAL Special Meeting Minutes
August 15, 2022 | 12:00noon
Via Zoom

Board Members Present: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Board Member Arrivals/Departures During Meeting in Progress:

Board Members Absent: VACANCY: RMSC Reps (2), Nolica Murray-Fields, Jessica Winterhalt-Wanner

Educational Governance Council Members Present: Shannon Hillman

Educational Governance Council Absent: Alexis Stubbe, VACANCY

Potential Board Members Present (NYSED Charter School Office Approval in Process): Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr

Potential Board Members Absent (NYSED Charter School Office Approval in Process): None

Guests: Robin Blew, Maureen Milke

Legal Counsel Present: George DesMarteau

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

MEETING IS BEING RECORDED AND AVAILABLE.

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 12:02 pm. A quorum was present at the beginning of the meeting.

2. Review & Approve: none.

3. Finance Committee: none

4. Committee Updates:

- a. **Community Engagement:** *none*
- b. **Discipline:** *none*
- c. **Nominating:** *none*
- d. **Personnel:** *none*

New Business

Motion 081522.1

Upon motion of Michele Hannagan and duly seconded by Tasha Stevens, RESOLVED, that GCCS approves the charter renewal document as presented today by School Leader, Shannon Hillman.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 081522.1 passed: 6 to 0

Motion 081522.2

Upon the motion of Michele Hannagan, and duly seconded by Mark Schiesser RESOLVED, that the Complaint policy is revised to align with new compliance and New York State standards and regulations.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 081522.2 Passed: 6 to 0

5. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

10. Review Actions and Agreements

Action Items:

- *Reminder to the Board that the August Board Meeting will be on August 17, 2022*

Motion 081522.3

Upon the motion of Michele Hannagan, and duly seconded by Annemarie Wess RESOLVED, that the August 15, 2022 Minutes are complete and accurate.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 081522.3 Passed: 6 to 0

Motion 081522.4

Upon the motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the Board adjourn the special meeting on August 15, 2022 at 12:14 pm.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Scheisser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 081522.4 Passed: 6 to 0

Respectfully Submitted,
Shannon Hillman/Michele Hannagan
School Leader/Board President
GCCS-River Campus Board Minutes/August 15, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes
August 17, 2022 | 5:30 pm
Via Zoom

Board Members Present: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Board Member Arrivals/Departures During Meeting in Progress:

- 1) Mark Schiesser arrived at 5:42 pm and was present for all voting matters
- 2) Jessica Wanner shifted from Zoom to phone at 5:54 pm and was present for all voting matters
- 3) Kevin Sutherland arrived at 6:02 pm and was present for all voting matters

Board Members Absent: Nolica Murray-Fields, VACANCY: 2 RMSC Reps

Educational Governance Council Members Present: Shannon Hillman, VACANCY

Educational Governance Council Absent: Alexis Stubbe

Potential Board Members Present (NYSED Charter School Office Approval in Process): Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr

Potential Board Members Absent (NYSED Charter School Office Approval in Process): None

Guests: Robin Blew, Maureen Milke, Kemouy Bhalai

Guest Absent: Anna Hall of Northeast Charter Schools Network (NECS)

Legal Counsel Present: George DesMarteau

Legal Counsel Absent: none

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

MEETING IS BEING RECORDED AND AVAILABLE.

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:33 pm. A quorum was present at 6:02 pm

2. Review & Approve: none.

3. Finance Committee:

Financial Report

Robin Blew presented to the Board a Profit and Loss Statement, and a Balance Sheet encompassing the school year 2021-2022. It was noted and discussion was held in regards to the deficit of \$217,011.00 due to depreciation and a loss and draw in investments. The largest contributor to the cash flow on the balance sheet is the hold-up of Charter Schools Program (CSP) grant money/start-up funds for GCCS - Flour City. All supporting documents have been

submitted to the State, and confirmation has been received that GCCS - Flour City has been awarded the money. The current issue is that GCCS- Flour City is awaiting a Unique Entity Identifier (UEI.) Shannon Hillman has been providing all documents and supporting evidence as requested. Once the UEI is received, the funds should be released. In the meantime, GCCS will continue to incur expenses out of its operating budget and investments meant to be covered under the grant.

Other opportunities for fundraising will continue:

- 1) GCCS will continue to work with Adrian Hale.
- 2) Lisa Wing has been tasked to continue her search for available grants for both schools.
- 3) Shannon Hillman has met with Joseph Klein. Mr. Klein is a tenant at Strong Hall, the location of GCCS Flour City, and a "charter school champion." His current project is to bring awareness to the need for after-school programming, and to help schools find funding for these programs.
- 4) There was a short pause in the search for a new Director of Family and Community Engagement (FACE), but interviews have started again.

Nominating Committee Update

Annemarie Wess reported on the following:

- 1) The Board is in need of two RMSC representatives. Hillary Olson, RMSC President, is reaching out to her staff. One person of interest is Danielle Lavell. Ms. Lavell has been Camp Program Coordinator RMSC summer camps for several years, and has recently been promoted to Director of Education for RMSC.
- 2) Board committee assignments have been accepted by all members as assigned.
- 3) The Board was reminded of the September 12, 2022 Board Retreat with Deb Hamner of Breakthrough Leadership. The goal is to do a deep dive into committee work, Board development and succession plans for out-going members.

Leadership Update

Michele Hannagan asked the Board to review together the Mission Statement of the Genesee Community Charter School. Michele explained that it is prudent of the Board to revisit the statement occasionally as a reminder of the mission and values the Board is being asked to uphold as representatives of the school and its community.

Michele also confirmed with the newest members that they have read and understand the By-Laws of the Genesee Community Charter School. In addition, she emphasized to all members that the Board of GCCS is a "working" Board, but should always work within the parameters outlined under *Powers and Duties*.

It was duly noted that the Education Governance Council (EGC) may not have the ability to vote, but is the best resource for advice/guidance on school matters.

Motion 08172022.1

Upon Motion of Michele Hannagan, and duly seconded by Annmarie Wess, RESOLVED, that the July 20, 2022 minutes be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.1 Passed: 7 to 0

Motion 08172022.2

Upon Motion of Michele Hannagan, and duly seconded by Annmarie Wess, RESOLVED, that the August 4, 2022 minutes be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.2 Passed: 7 to 0

Personnel

Kemouy Bhalai, Assistant School Leader of the Genesee community Charter School, presented the three candidates for hire:

1) Ashlee Henderson

*Promoted from teaching assistant to long-term teacher substitute in second grade for the 2022-2023 school year

Motion 08172022.3

Upon Motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that Ashlee Henderson be approved as long term teacher sub for the 2022-2023 school year, a 10 month position, at an annual salary of \$43,000.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.3 Passed: 7 to 0

Motion 08172022.4

Upon Motion of Michele Hannagan, and duly seconded by Jessica Wanner RESOLVED, that Olivia Chick be approved as teaching assistant for the 2022-2023 school year, a 10 month teaching position, at an annual salary of \$37,000.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.4 Passed: 7 to 0

3) Sonia Calloway

*Part-time Administrative Assistant

*15 hours per week

*10-month position

*\$13,200.00

Motion 08172022.5

Upon Motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that Sonia Calloway be approved as part-time (15 hours per week) Administrative Assistant, 10 month position, at a salary of \$13,200 for the 2022-2023 school year.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.5 Passed: 7 to 0

Kemouy Bhalai informed the Board that there are still three open positions that she continues to recruit for: Music Teacher, Student Culture Coordinator, and Director of Family and Community Engagement (FACE.)

Organizational Chart

Shannon Hillman reported that the Charter Renewal has been submitted. It was noted that Benchmark #9 has shown significant improvement overall. Shannon shared that the revisions needed for the Organizational Chart were considered material, but the reworking of the document now best aligns with Flour City for the 2023-2024 school year. In addition, and at the suggestion of the State Education Department, GCCS reapplied for the merger with the renewal. Included in the documents was a formal statement reaffirming its commitment to merge Genesee Community Charter School and Genesee Community Charter school Flour City as one entity under SUNY.

Motion 08172022.6

Upon Motion of Michele Hannagan, and duly seconded by Annmarie Wess, RESOLVED, that the Organizational Chart (redlined) be approved as presented.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.6 Passed: 7 to 0

Staff Handbook

Shannon Hillman presented the 2022-2023 Staff Handbook for approval. There was healthy discussion in regards to The Complaint Policy (pages 18-19), and the use of *"Upon receipt of complaint, the School Leader or his/her designee..."* should be clearer as to who those designees might be. A suggestion was made to add the official title(s) of the appropriate staff member(s) who may be in a position to handle a complaint.

Motion 08172022.7

Upon Motion of Mark Schiesser, and duly seconded by Michele Hannagan, RESOLVED, that the 2022-2023 Staff Handbook be approved as presented.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: Jessica Wanner

Abstaining: None

Motion 08172022.7 Passed: 6 to 1

Family Handbook

Shannon Hillman presented the 2022-2023 Family Handbook for approval. Shannon shared that before the departure of Rahimah Wynn (Dir of FACE), there was important work done to make sure the Family Handbook ensured inclusivity. In addition, language was changed from "parents" to "caregivers", and any other language/words/phrases were wordsmithed so that they would not be seen as punitive.

Motion 08172022.8

Upon Motion of Jessica Wanner, and duly seconded by Annmarie Wess, RESOLVED, that the 2022-2023 Family Handbook be approved as presented.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.8 Passed: 7 to 0

District Safety Plan

Shannon Hillman presented to the Board the 2022-2023 District Safety Plan for approval. Shannon mentioned that she has met with Lt. Robert J. Wilson of the Neighborhood Service Center/Goodman Section of the Rochester Police Department. Lt. Wilson is new to GCCS, and was glad to touch base with Shannon about both GCCS locations before the start of the school year.

Motion 08172022.9

Upon Motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that the 2022-2023 District safety Plan be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.9 Passed: 7 to 0

Rochester Museum & Science Center Lease

Shannon Hillman explained the lease negotiations are almost completed. The rent rate has been solidified and what services might be included/excluded. GCCS did not receive the DRAFT lease until yesterday, 8/16. Therefore, the Board has not had a chance to review it. The Board will review the DRAFT and will put it forth for approval at the September meeting. To show good faith, it was suggested that GCCS pay September 1st rent in anticipation of having the lease approved.

Motion 08172022.10

Upon Motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that GCCS pay September 1, 2022 rent to RMSC in anticipation of having a final lease approved at the September meeting. That rent amount is \$23,534.93.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.10 Passed: 7 to 0

Other Business

Shannon Hillman updated the Board on the website "refresh." The Board all participated in a "waterfall" activity in which they scrolled to *About Us*, picked out words that immediately jumped out at them, placed them in the chat box, but **did not** hit send right away. Once everyone had typed their words in the chatbox, they were released all at once! The result was a beautiful cascade of words that best describe our school culture: community, nurture, problem solvers, nature.....

Shannon Hillman also shared that the staff are doing a "Mission" deep-dive. Each staff member is creating their own Vision Statement, which will include elements of their own identity. This

exercise is to help our school community come to a mutual understanding of the organization and its mission.

Open to Public Comment

Michele Hannagan opened up the floor to public comment.

Public Comment: none

Motion 08172022.11

Upon Motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the August 17, 2022 meeting be adjourned at 7:04 pm.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 08172022.11 Passed: 7 to 0

Respectfully Submitted,
Maureen Milke
Director of Operations
Genesee Community Charter School
Board of Trustees Minutes of August 17, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes
September 21, 2022 | 5:30 pm
Sixth Grade Classroom at GCCS
****CHANGE DUE TO SPACE CONFLICT****

Board Members Present: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Board Member Arrivals/Departures During Meeting in Progress: None

Board Members Absent: Jessica Wanner, Annemarie Wess, Mark Schiesser, VACANCY: 2 RMSC Reps

Educational Governance Council Members Present: Shannon Hillman, Allison Carlson

Educational Governance Council Absent: Alexis Stubbe

Potential Board Members Present (NYSED Charter School Office Approval in Process): Charlie Johnson, Adam Koneman, Colin Orr

Potential Board Members Absent (NYSED Charter School Office Approval in Process): Eboni Henderson

Guests: Robin Blew, Kemouy Bhalai, Anna Hall of Northeast Charter Schools Network (NECSN) joined at 6:00 pm, Danielle Lavell

Guest Absent:

Legal Counsel Present: George DesMarteau (joined at 6:02)

Legal Counsel Absent: none

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:48 pm. A quorum was present at 5:48 pm

Presentation from First Grade

Keri Gonzalez and Maggie Deutchbein shared that this is a very different year than last year. Students are far more settled and structures and routines are more consistent this year helping this year to be far different than last year. Keri shared that last year was the most challenging she has ever had as a founding member of GCCS. She said that having a consistent schedule with more frequent "planning" times in shorter stints is allowing her team to meet with coaches and plan strategically. Maggie shared that she has found the predictability of centers and rotations. She shared a "What doesn't belong" song when examining vocabulary and allows students to practice flexible thinking and determining patterns in words or numbers.

They ended with gratitude for our Board and our continued lease negotiations!

Introductions (for the newest guests and proposed members)

2. Board Development

Anna Hall, the CEO of the Northeast Charter Schools Network (which includes the New York Charter Schools Association) joined via Zoom as a guest speaker to share about her organization and how they support charter schools. She was brought to us through Michele Hannagan's recommendation after attending a Board development conference with Anna.

Anna shared that their organization sees themselves as resources for charters. She started in the charter network in 2009 and helped to start Rochester Prep. Anna had a wonderful discussion with Rochester Charter Board Chairs that she would like to share with our board. Her organization is focused on Advocacy and Charter Support.

She believes GCCS is in a unique position with years of experience and expertise in the field, yet in the crosshairs of change and growth. Things to consider:

1. Financial analysis of growth
2. What is it about our model that will be identical from location to location and how much can be adjusted based on "who" is in the building?
3. Finding and using a decision-making protocol and following this to make decisions to all levels of the organization

Listen to folks who have been through this process and take their advice!

Part of the discussion were fielding questions regarding the growth of the organization. Additionally, the school has had a long-standing track record within a very "bleak" district environment. With the growth of Flour City and the other start up charters, the charter sector now represents more than 30% of the district which is a tipping point for the district to create a better working relationship and strength as a sector. NECSN can help to support and be a resource in any way possible for our organization.

The conference is in Buffalo October 19 - 21st and anyone is welcome to attend!

3. Finance Committee:

Financial Report

Robin Blew presented to the Board a brief budget summary for July, 2022.

She reported that there wasn't much detail to report. The summer months have less expenditures with fewer salaries and the closeout of the 2021-22 school year. The investments went up to \$657,907 for Fidelity. Our billings have been paid for enrollment.

Overall the audit has gone well as well. Heveron & Heveron will share the full report in October.

2. Review & Approve: August 17th, 2022 Meeting Minutes

Motion 09212022.1

Upon Motion of Nolica Murray-Fields and duly seconded by Michele Hannagan, RESOLVED, that the August 17, 2022 minutes be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.1 Passed: 5 to 0

Leadership Update

Kemouy Bhalai, the Assistant School Leader, explained that we had a very successful start to the 2022-23 school year.

- 214 students enrolled, 4 available slots (1 Kindergarten, 3 Second Grade, other potential spots to fill)
- Attendance has been fairly consistent throughout the beginning of the year. Some dips in the lower grades with COVID continuing (90-95%)
- Sixth grade is on their leadership retreat!
- Almost fully staffed...New teams and the morale overall is much higher than last year and the staff appreciates the new year with fresh starts
- New Parent Orientation - great turnout and she shared overall information about the school
- Kemouy has been working hard on several projects - after-school programming, Americorps
- Shout outs to the Family Association for great participation and event planning!
- Special Education services have increased this year. The school is working hard to support all students - we now have 3 in-house full-time Special Education RCSD teachers.

Committee Updates

Nominating Committee Update

Shannon Hillman reported on the following:

1) The Board is in need of two RMSC representatives. Hillary Olson, RMSC President, has appointed Danielle Lavell for one of the two positions. Ms. Lavell has been Camp Program Coordinator RMSC summer camps for several years, and has recently been promoted to Director of Education for RMSC.

2) The Board would like to officially nominate the following proposed members for official approval by NYSED:

- Charlie Johnson for Parent Representative with term ending 6/30/24
- Colin Orr for Parent Representative with term ending 6/30/25
- Eboni Henderson for Community Representative with term ending 6/30/25
- Adam Koneman for Community Representative with term ending 6/30/23 (finishing a three-year term for an early departure from a former proposed board member)
- Danielle Lavell for the RMSC representative with a term ending 6/30/25

Motion 09212022.2

To amend and restate the Minutes from the Meeting of June 8, 2022 with respect to the appointment of the following proposed Trustees (Eboni Henderson, Adam Koneman, Colin Orr) to restate language based on the most recent NYSED Board of Trustees guidance which is as follows:

*Upon Motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that The Genesee Community Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **XXX** as a **XXX representative** member to its Board of Trustees, with a term expiring on **June 30, 20XX**, pending approval by NYSED. The resolution approving **XXX** is adopted upon NYSED's approval.*

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.2 Passed: 5 to 0

Motion 09212022.3

Upon Motion of Ryan O'Malley, and duly seconded by Tasha Stevens, RESOLVED, that The Genesee Community Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Charlie Johnson** as a **parent representative** member to its Board of Trustees, with a term expiring on **June 30, 2024**, pending approval by NYSED. The resolution approving **Charlie Johnson** is adopted upon NYSED's approval.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.3 Passed: 5 to 0

Motion 09212022.4

Upon Motion of Ryan O'Malley, and duly seconded by Tasha Stevens, RESOLVED, that The Genesee Community Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Danielle Lavell** as a **RMSC representative** member to its Board of Trustees, with a term expiring on **June 30, 2025**, pending approval by NYSED. The resolution approving **Danielle Lavell** is adopted upon NYSED's approval.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.4 Passed: 5 to 0

Additional Board Membership Updates:

- Allison Shultes is stepping down as our RMSC representative since she has moved to the Memorial Art Gallery in a new position. However, she would like to come back within the next few months as a community representative when space becomes available.
- Mark Schiesser has expressed interest in stepping down due to additional travel and personal needs. Michele has been in communication with Mark to clarify his timing for this and Mark or Michele will report back after Mark has clarified.
- Ryan O'Malley will be stepping down within the next few months due to the big changes (marriage, house, job) in his life. He is not leaving yet and therefore, this is not the final notice of his departure.

Personnel

Kemouy Bhalai and Shannon Hillman, Assistant School Leader and School Leader of the Genesee community Charter School, presented the five candidates for hire:

1) Andre Dixon, Student Culture Coordinator
He has extensive experience. He left Trillium Health and is fully connected with the Rochester community.

Motion 09212022.5

Upon Motion of Michele Hannagan, and duly seconded by Nolica Murray-Fields RESOLVED, that Andre Dixon be approved as Student Culture Coordinator for the 2022-2023 school year, a 10 month position, at an annual salary of \$65,000.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.5 Passed: 5 to 0

2) Micah Davidson, Teaching Assistant
She has been subbing through TES for 5th grade. Students and staff are already in love with her and have asked for her to work in the classroom permanently!

Motion 09212022.6

Upon Motion of Michele Hannagan, and duly seconded by Nolica Murray-Fields RESOLVED, that Micah Davidson be approved as a Teaching Assistant for the 2022-2023 school year, a 10 month position, at an annual salary of \$36,080.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.6 Passed: 5 to 0

3) Nate Coffey and Lee Wright will be job sharing to complete a full-time music teacher position for the 2022-23 school year. Both have strong music experience, but do not want full time positions.

Motion 09212022.7

Upon Motion of Michele Hannagan, and duly seconded by Kevin Sutherland RESOLVED, that Nate Coffey be approved as a part-time long-term Music Teacher substitute for the 2022-2023 school year, a 10 month position, at an hourly rate of \$31 per hour working approximately 17-20 hours a week.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.7 Passed: 5 to 0

Motion 09212022.8

Upon Motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that Dr. Lee Wright be approved as a part-time long-term Music Teacher substitute for the 2022-2023 school year, a 10 month position, at an hourly rate of \$31 per hour working approximately 13-17 hours a week.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.8 Passed: 5 to 0

4) Jamia McCuller or Jennifer Green will fulfill the last open Teaching Assistant position. The interview process will be completed by Friday, September 23rd identifying the final candidate for hire.

Motion 09212022.9

Upon Motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that Kemouy Bhalai authorizes either Jamia McCuller or Jennifer Green to fulfill the Teaching Assistant position for the 2022-2023 school year, a 10 month position, at salary of \$40,004 for Jennifer Green or \$32,560 for Jamia McCuller.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.9 Passed: 5 to 0

NYSED Charter School Office Meeting Debrief

Michele Hannagan reported a meeting was held with our Board Chair, Treasurer, Accounting and Payroll Specialist, Director of Operations, and School Leader with the Charter Office on September 7, 2022. The Charter School Office Team shared that they had "concerns" about the following items:

- Board membership
- Website
- Finances between entities

Our school has had a solid plan for the growth of the organization and identified this same plan for the Charter School Office from the original memo sent upon their request at the Midterm Site Visit. Additional details were added to this memo that both update previously provided information as well as provide additional details to ensure financial separation between entities.

Motion 09212022.10

Upon Motion of Nolica Murray-Fields, and duly seconded by Tasha Stevens, RESOLVED, that the amended Financial Separation plan of operation as presented at the meeting.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Nolica Murray-Fields

Voting in the negative: Kevin Sutherland

Abstaining: None

Motion 09212022.10 Passed: 4 to 1

Additional comments: Kevin Sutherland identified his frustrations with no comments in response to the original memo sent to the Charter School Office as originally requested at the Mid-term Site Visit. This is his reason for opposing this motion.

Rochester Museum & Science Center Lease

Michele Hannagan stated that the draft of the lease was submitted yesterday and there are additional changes with comments from the CFO for the RMSC. She suggested that board members go into the drive to review the comments and make additional comments before the next meeting occurs.

Other Business

Open Meeting Law Changes

The law did change and therefore members need to meet in person. Members can join remotely as has been allowed (publishing addresses publicly) but there must be an in-person quorum in order to approve motions.. At a future meeting, the board can pass a resolution to allow for members to join for extenuating circumstances, such as COVID isolation. We will consider drafting such a policy at a future meeting.

Code of Ethics

Board members reviewed the Code of Ethics and Conflict of Interest Policy and signed statements for the 2022-23 school year.

Open to Public Comment

Michele Hannagan opened up the floor to public comment.

Public Comment: none

Motion 09212022.11

Upon Motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that the September 21, 2022 meeting be adjourned at 7:52 pm.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Nolica Murray-Fields

Voting in the negative: None

Abstaining: None

Motion 09212022.11 Passed: 5 to 0

Respectfully Submitted,
Shannon Hillman and Michele Hannagan
Genesee Community Charter School
Board of Trustees Minutes of September 21, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes
October 19, 2022 | 5:30 pm
Cunningham House Studio, Rochester Museum & Science Center, 657 East Avenue,
Rochester, NY 14607

Board Members Present: Michele Hannagan*, Ryan O'Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

**Michele Hannagan attended via Zoom due to Work-related travel. The recording of the meeting is located in the Board meeting materials.*

**Annemarie Wess attended via Zoom due to being out of town.*

**Mark Schiesser attended via Zoom due to being out of town.*

Board Member Arrivals/Departures During Meeting in Progress: None

Board Members Absent: Nolica Murray-Fields, Tasha Stevens

Educational Governance Council Members Present: Shannon Hillman, Allison Carlson, Alexis Stubbe

Educational Governance Council Absent:

Potential Board Members Present (NYSED Charter School Office Approval in Process): Charlie Johnson, Danielle Lavell, Adam Koneman, Colin Orr, Eboni Henderson

Potential Board Members Absent (NYSED Charter School Office Approval in Process):

Guests: Robin Blew, Kemouy Bhalai, Will Fletcher, Melinda Perez (Heveron & Company), Kirsten Barclay (Bond, Schoeneck, & King)

Guest Absent:

Legal Counsel Present: George DesMarteau

Legal Counsel Absent: none

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:32 pm. A quorum was present at 5:35 pm

Introductions (for the newest guests and proposed members)

- Greeting - name, role, and what kind of weather we like.

2. Approve OML Policy and Procedures:

Motion 10192022.1

Upon Motion of Michele Hannagan and duly seconded by Jessica Wanner, RESOLVED, that the Procedures and Resolution be adopted regarding public meetings as described by the Open Meetings Law.

Voting in the affirmative: Michele Hannagan*, Ryan O'Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.1 Passed: 6 to 0

3. Review and Approve September 21, 2022 Minutes:

Motion 10192022.2

Upon Motion of Jessica Wanner and duly seconded by Ryan O'Malley, RESOLVED, that the September 21, 2022 minutes be approved.

Voting in the affirmative: Michele Hannagan*, Ryan O'Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.2 Passed: 6 to 0

2. Presentation from Second Grade:

Bill Schumacher's first year at GCCS. This class was affected by COVID and it was a very challenging few years. However, he has seen major improvements in the last 7 weeks. The students are hungry to learn and be part of the classroom. He and his teaching team have initiated incentives to extrinsically motivate the students as part of a Tier 2 intervention for the entire class. He has a young girl in his class who has experienced a lot of trauma. She was really motivated by being a "role model," which has been defined in the class. She realized she wanted to be on the role model list. Yesterday she said, "It's OK if I'm not a role model, as long as I'm doing my best." She is already showing signs of intrinsic motivation. She is a true example of the improvement he has seen across the class. They have really focused on "the whole child" rather than just academics.

Questions from the board:

- What was the onboarding process like for you? - Overall, great. The payroll onboarding was challenging (due to piloting a new approach), but he really appreciated the onboarding of the staff and expectations.

Comments from the board:

- Kemony mentioned that the staff had access to lots of resources and materials to get situated right away as well as the summer PD. He agreed that it was really helpful!

3. Finance Committee:

Financial Report

This reviews the July and August revenue and expenditures. This includes the revenue for per pupil, American Rescue Plan grant, and expenditures that are summer spending expenses including August Professional Development. Mostly everything is right on target. There will be an absorption of technology expenses due to some initial expenses for American Rescue Plan (specifically new chromebooks). Overall, coming in at a healthy bottom line.

On the balance sheet, the cash on hand looks good overall. However, the investments continue to fall (this is reflected from the beginning of July and will officially be re-examined at the end of the 2022-23 school year).

Heveron & Heveron 2021-2022 Audit Report

Melinda shared the summary of the Audit as well as the values an audit holds. Here are the overarching bullets of the summary:

- Overall, their audit opinion is “clean” meaning that the financial statements are fairly statements
- They believe GCCS’s controls and procedures are good
- They did not find any material weaknesses
- They have some recommendations that have been corrected and some that are not corrected listed in the audit summary
- Financial results and trends:
 - Balance due from Flour City Campus
 - Use of the Line of Credit
 - Federal Grant income increase
 - Increases of activities (food service, field studies, etc) based on COVID concerns
- They noted that the school has had losses in four of the past five years. The school will need to consider additional forms of revenue for sustainability across time.
- Additionally, when examining benchmarks, the organization focuses funding on program expenses

Questions from the board related to how the auditors determined the best practices for recommendations.

Motion 10192022.3

Upon Motion of Jessica Wanner and duly seconded by Ryan O’Malley, RESOLVED, that the Heveron & Company’s 2022 Audit Report be approved.

Voting in the affirmative: Michele Hannagan*, Ryan O’Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.3 Passed: 6 to 0

Insurance Policy Summary

Last year, \$15,408 for property, liability, and cyber insurance. This year, \$20,016 for property, liability, and cyber insurance.

Motion 10192022.4

Upon Motion of Kevin Sutherland and duly seconded by Ryan O’Malley, RESOLVED, that there is a proposal of the insurance premium package for 2023 for \$20,016.

Voting in the affirmative: Michele Hannagan*, Ryan O’Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.4 Passed: 6 to 0

Leadership Update

Kemouy Bhalai, the Assistant School Leader, shared the EL Education Workplan with the Board. The school's goals are similar to the 2021-22 school year because they are multi-year goals. However, the student and faculty learning targets are adjusted each year to reach these goals. Overall, the goals are related to students being able to be effective learners by communicating and identifying strategies to achieve their goals.

Overall, the school is centering a math culture for the school, flexible learners in mathematics. Within character, the school's goals are related to an overall student experience of belonging, centering the black student experience. Finally, the school is also focused on High Quality work and students will be able to focus on academic vocabulary as a means to communicate articulately and think critically (especially through the arts).

The professional development focuses are on "Social, Emotional, and Academic Development (SEAD)", instructional strategies, and building a strong math culture. The school is working with the EL Education Coach, Anti-Racist Curriculum Project, and Warner Center for Professional Development and Reforms this year.

Board questions were related to how the Warner School may support the curriculum and instructional strategies while creating structures of sustainability. There was an additional question related to other ways the families may receive new information about children's progress. Members of the Education Governance Council remarked on the challenge between implementing new curriculum as well as honing skills and strategies. There was also a question related to home learning and how this may change across classes.

Committee Updates

Michele Hannagan named that she would recommend establishing an Academic Committee. Adam Koneman is willing to chair this committee. They will be discussing before next month's meeting what this committee may look like.

Nominating Committee Update

Officer Planning and Nomination - Tasha Stevens for Secretary

Motion 10192022.5

Upon Motion of Michele Hannagan and duly seconded by Jessica Wanner be it RESOLVED, that Tasha is named as the Board Secretary.

Voting in the affirmative: Michele Hannagan*, Ryan O'Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.5 Passed: 6 to 0

Personnel

Kemouy Bhalai and Shannon Hillman, Assistant School Leader and School Leader of the Genesee community Charter School, presented the five candidates for hire:

Motion 10192022.6

Upon Motion of Michele Hannagan and duly seconded by Jessica Wanner be it RESOLVED, that Mary Monroe - \$31 per hour, part-time music teacher position serving for the fall 2022 semester.

Voting in the affirmative: Michele Hannagan*, Ryan O'Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.6 Passed: 6 to 0

Rochester Museum & Science Center Lease

Motion 10192022.7

Upon Motion of Michele Hannagan and duly seconded by Kevin Sutherland be it RESOLVED, that the lease agreement with RMSC be approved.

Voting in the affirmative: Michele Hannagan*, Ryan O'Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.7 Passed: 6 to 0

Michele Hannagan noted the time and is shifting the School Leader Evaluation to the November, 2022 board meeting.

Annemarie Wess left at 7:40 pm.

Other Business

Kirsten Barclay - Potential Attorney

Kirsten shared her experience in Special Education, Rochester City School District as a Special Educator and in administrative positions, then moved into supporting the charter sector including helping to support Young Women's College Prep. She also worked for Center for Governmental Research as well as the Farash Foundation. Now a partner at Bond, Schoeneck, & King with 275 employees. Kirsten expressed how her firm has expertise in all areas (leases, education, etc.). They have norms that focus on centering the children and reducing the extra work.

Michele would like to note the importance of a transition between George and Kirsten and we can discuss this offline.

Motion 10192022.8

Upon Motion of Jessica Wanner and duly seconded by Michele Hannagan be it RESOLVED, that the GCCS board engage in working with Bond, Schoneck, & King as outlined in the Engagement Letter.

Voting in the affirmative: Michele Hannagan*, Ryan O'Malley, Kevin Sutherland, Jessica Wanner, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.8 Passed: 5 to 0

NYSED Update

Susan Gibbons will be attending a renewal site visit. Please note on your calendars for November 29th around 5-5:30 pm.

Open to Public Comment

Michele Hannagan opened up the floor to public comment.

Public Comment: none

Next Month - 990 approval, site visit discussion, academic committee discussion, school leader evaluation

Motion 10192022.8

Upon Motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that the September 21, 2022 meeting be adjourned at 7:47 pm.

Voting in the affirmative: Michele Hannagan*, Ryan O'Malley, Kevin Sutherland, Jessica Wanner, Annemarie Wess*, Mark Schiesser*

Voting in the negative: None

Abstaining: None

Motion 10192022.7 Passed: 5 to 0

Respectfully Submitted,
Shannon Hillman and Michele Hannagan
Genesee Community Charter School
Board of Trustees Minutes of October 19, 2022

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
Nov. 9, 2022
Held at RMSC Cunningham House, 657 East Avenue, Rochester, NY 14607
Hybrid Meeting**

Board Members Present: Adam Koneman, Ryan O'Malley, Kevin Sutherland, Jessica Winterhalt Wanner, Mark Schiesser, Colin Orr

Board Member Arrivals/Departures During Meeting in Progress: None

Board Members Absent: Nolica Murray-Fields, Michele Hannagan, Eboni Henderson, Tasha Stevens, Annemarie Wess, VACANCY: 1 RMSC Rep

Educational Governance Council Members Present: Shannon Hillman, *Kemouy Bhalai, Alexis Stubbe

Educational Governance Council Absent: Allison Carlson

Potential Board Members Present (NYSED Charter School Office Approval in Process): Charlie Johnson, Danielle Lavell

Potential Board Members Absent (NYSED Charter School Office Approval in Process):

Guests: *Robin Blew, Tracy Walker, *Lisa O'Malley, *Jean Hurst, *Amy O'Neil,

Legal Counsel Present: None

Legal Counsel Absent: Kirsten Barclay, George DesMarteau

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

Welcome, Call to Order, Agenda Overview:

Mark Scheisser called the meeting to order at 5:35pm. A quorum was present.

1. Staff Presentation

Presentation from the Student Support Team (Lisa O'Malley, Jean Hurst, Amy O'Neil)

- Lisa shared the master class schedule to show how each class rotates through instructional periods, special classes, planning periods, lunch, etc.). She noted that in order to make the schedule work, Art classes have been reduced. Concern was expressed about the cut in Art time, but in order to ensure that students are where they need to be regarding the metrics that NYS assesses, the cuts were necessary at this time.
- Jean shared her schedule for the year and how she is able to provide support to classes on both campuses. She also shared what her focus in coaching is for this year.

- Amy reported she has been assessing students to get a baseline so that appropriate benchmarks can be set. She has identified which students are in need of Tier 3 intervention. She is meeting with each grade level, every other week.

2. Review & Approve: October 19, 2022 Meeting Minutes

Motion 20221019.1

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Kevin Sutherland, RESOLVED, that the October 19, 2022 minutes be approved.

Voting in the affirmative: Adam Koneman, Ryan O'Malley, Kevin Sutherland, Jessica Winterhalt Wanner, Mark Schiesser

Voting in the negative: None

Abstaining: None

Motion 20221019.1 Passed: 5 to 0

3. Finances

- Financial Sheets
 - Robin Reviewed the September 30, 2022 Budget Review Sheet which covered the fiscal quarter July 2022 - September 2022. The variations from the YTD expected were not substantial nor significant. No concerns were raised.
 - Robin reviewed the Balance Sheet as of September 30, 2022, and again there were no concerns noted.
- Tax form 990 was summarized by Kevin. He explained what information is covered and encouraged anyone who has specific questions about the school to review the document as it is filled with specifics.

Motion 20221019.2

Upon motion of Kevin Sutherland, and duly seconded by Jessica Winterhalt Wanner, RESOLVED, that IRS Tax Form 990 for the year 2021 be approved as presented..

Voting in the affirmative: Adam Koneman, Ryan O'Malley, Kevin Sutherland, Jessica Winterhalt Wanner, Mark Schiesser

Voting in the negative: None

Abstaining: None

Motion 20221019.2 passed 5 to 0

4. Leadership Report - Shannon

- Communicating with Families was raised. There is a lot happening and it is important to keep families informed.
- The Leadership Team had a Retreat led by Deb Hamner which focused on roles and responsibilities. With the new reality of two campuses, it has been unclear about who is specifically responsible for what. Specific roles and responsibilities for Shannon, Kemouy, Lisa, Maureen, and Christine were discussed and progress was made. There is still work to be done.
- It was clear from the Retreat that a Strategic Plan for the next 3 years would be very helpful
- Shannon shared an organization chart which showed the leadership committees structure. There is still clarification needed.

5. Personnel - Shannon

- Shannon shared that Lisa O'Malley has submitted her resignation as of the end of December. She had been considering retiring at the end of the school year, but with all the restructuring and strategic planning that was taking place, she felt that it was important that whoever was hired to take her position should be in on the discussions, so advanced her retirement to December 30, 2022.

- No one on staff is interested in taking Lisa's position, so interviews have begun to find a replacement for Lisa.
- There was discussion about the roles and responsibilities of Lisa's position. She has assumed a great deal of responsibility over the years based on her skill set and intimate knowledge of the school and its curriculum (she was one of the founders of the school)
- Director Family and Community Engagement (FaCE) - Shannon is interviewing candidates for this position.

6. Charter Renewal - Shannon shared our charter renewal application and the bulleted overview for Board members to review. The NYS Ed. Representatives are scheduled to meet with us at 5:30pm on November 19, 2022. A review of the bullet list of charter items is recommended so that Board members will be better able to answer questions.

7. Board Miscellaneous

- Alexis Stubbe brought several staff concerns:
 - The outside doors do not reliably latch closed so that it is possible for someone to enter the building (at times) without permission. This is a major safety concern (reference Uvalde, TX). Shannon explained that again this is a dispute with the RMSC over who is responsible for the repairs. As above it was stated that the repairs should be made as soon as possible by GCCS and the expenses deducted from the monthly rent to RMSC. Disputation over who is responsible for the expense can be disputed after the building is safe.
 - No working toilet in the 2nd grade. This is a disruptive situation as students need to be escorted to the public restrooms. It was noted that this toilet has not been working since the beginning of the school year. Shannon noted that the issue is a dispute with the RMSC regarding who is responsible. Discussion expressed concerns about why this has taken so long to resolve and suggested that GCCS take care of this immediately and reduce our monthly rent payment to RMSC to reimburse our expense as the lease clearly shows that the RMSC is responsible for this maintenance.
 - Teachers are also frustrated that they feel they are being asked to do maintenance / cleaning chores that should not be their responsibility - e.g plunging toilets or cleaning up vomit. Having to do these chores takes away from their instructional time.

8. Board - Executive Session

The Board adjourned to Executive Session to discuss personnel topics

Motion 20221019.4

Upon motion of Mark Schiesser, and duly seconded by Ryan O'Mally,, RESOLVED, that this board move into Executive Session to discuss personnel.

Voting in the affirmative: Adam Koneman, Ryan O'Malley, Kevin Sutherland, Jessica Winterhalt Wanner, Mark Schiesser

Voting in the negative: None

Abstaining: None

Motion 20221019.4 passed 5 to 0

Motion 20221019.5

Upon motion of Mark Schiesser, and duly seconded by Ryan O'Mally, RESOLVED, that the Board adjourn from Executive Session and return to open meeting.

Voting in the affirmative: Adam Koneman, Ryan O'Malley, Kevin Sutherland, Jessica Winterhalt Wanner, Mark Schiesser

Voting in the negative: None

Abstaining: None
Motion 20221019.5 passed 5 to 0

INSERT School Leader Evaluation Approval from December's Meeting: 12/14/22 (see minutes from December meeting for voting results)

9. Adjournment

Motion 20221019.6

Upon motion of Mark Schiesser, and duly seconded by Ryan O'Mally, RESOLVED, that this board adjourn.

Voting in the affirmative: Adam Koneman, Ryan O'Malley, Kevin Sutherland, Jessica Winterhalt Wanner, Mark Schiesser

Voting in the negative: None

Abstaining: None

Motion 20221019.6 passed 5 to 0

Respectfully Submitted,
Tasha Stevens - Secretary of GCCS-River Board of Trustees
Scribe - Tracy Walker

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
December 14, 2022
Held at RMSC Cunningham House, 657 East Avenue, Rochester, NY 14607
Hybrid Meeting**

Board Members Present: Michele Hannagan, Eboni Henderson (left at 7:30), Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Board Members Absent: Nolica Murray-Fields, Kevin Sutherland, Annemarie Wess, Mark Schiesser, VACANCY: 1 RMSC Rep

Educational Governance Council Members Present: Shannon Hillman, *Kemouy Bhalai, Alexis Stubbe

Educational Governance Council Absent: Allison Carlson

Potential Board Members Present (NYSED Charter School Office Approval in Process):
Danielle Lavell

Potential Board Members Absent (NYSED Charter School Office Approval in Process): Charlie Johnson

Guests: Robin Blew

Legal Counsel Present: None

Legal Counsel Absent: Kirsten Barclay, George DesMarteau

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:37pm. A quorum was present.

- Announced that Bill Colby, a founding Board member, and long-time Board Chair passed away on Dec. 4, 2022. He left a \$5,000 donation from his estate. The question was raised about getting a plaque or some other recognition of his contribution to this school.
- Also announced that Nolica Murray-Fields' sister recently passed away. She will be absent for the next couple of months to attend to her personal needs.

2. Greeting

3. Minutes - Reviewed the minutes from the November 2022 meeting.

Motion 20221214.1

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Tasha Stevens, RESOLVED, that the November 9, 2022 minutes be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Voting in the negative: None

Abstaining: None

Motion 20221214.1 Passed: 6 to 0

4. Teacher Presentation - "Arts Integration at GCCS" by Sarah Johnson and Vanessa Rizzari

- Arts is a key design element in the curriculum of GCCS.
- Arts teachers meet with teachers at the beginning of every expedition to see how the arts can be integrated into the curriculum for each particular expedition at each individual grade.
- Arts are aligned with the NYS standards.
- Shared how the arts were integrated into the 3rd grade curriculum while studying the Erie Canal. Students studied Rube Goldberg cartoon drawings then created a "Rube Goldberg" machine that included 5 simple machines. Also shared some student reflections about simple machines.
- Discussed roadblocks to integrating arts into the curriculum.
- Hopes for arts integration for GCCS.

5. Finances

- Financial Sheets
 - Robin Reviewed the October 31, 2022 Budget Summary Sheet which covered the fiscal quarter July 2022 - September 2022. The variations from the YTD expected were not substantial nor significant. No concerns were raised.
 - Robin reviewed the Balance Sheet as of October 31, 2022, and again there were no concerns noted.
 - Robin reviewed the Budget Review Sheet as of October 31, 2022, and again there were no concerns noted.

6. Executive Session - to discuss a personnel matter.

Motion 20221214.2

Upon Motion of Michele Hannagan and duly seconded by Jessica Wanner, RESOLVED, that the Board move to Executive Session to discuss Personnel.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Voting in the negative: None

Abstaining: None

Motion 20221214.2 Passed: 6 to 0

Motion 20221214.3

Upon Motion of Michele Hannagan and duly seconded by Jessica Wanner, RESOLVED, that the Board return to Public Session.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Voting in the negative: None

Abstaining: None

Motion 20221214.3 Passed: 6 to 0

7. Committee Reports

- Starting with the January meeting, the first part of the meeting will be devoted to committee work so that members do not have to find another calendar slot to meet. A link to the document that defines the various committees will be shared.
 - https://docs.google.com/document/d/1ke_js_NBFm9K8sRU5ij5ua3f0W-m5l1j/edit

- https://docs.google.com/document/d/1Z02l_rMCE6uS-oWY5VnkA2vmpgOgAC2n/edit
- There will be a January 10, 2023 meeting to discuss succession planning.
- Community Engagement Committee - no report
- Discipline Committee - no report
- Academic Committee - no report
- Nominating - Eboni Henderson is the new Chair of this committee
 - Committee members are Adam, Ebony, Charlie, and Ann Marie.
 - Ryan has resigned from this Board effective immediately
 - Mark Schiesser is resigning from this Board as of December 16, 2022. Mark has served on this Board for 12 years and was Board President for many of those 12 years.
 - Danielle Lavell's approval is still pending
 - Charlie Johnson's approval is still pending
 - Allison Shultes will be rejoining this Board as a Community Representative to fill the unexpired term of Mark Schiesser once she has been approved by the Board of Regents.

Motion 20221214.4 Upon Motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that The Genesee Community Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Allison Schultes as a Community Representative** member to its Board of Trustees, with a **term expiring on June 30, 2025**, pending approval by NYSED. The resolution approving Allison Shultes is adopted upon NYSED's approval.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Voting in the negative: None

Abstaining: None

Motion 20221214.4 Passed: 6 to 0

- Personnel Committee
 - The top candidate for the Director of Family and Community engagement declined our offer, so we are back looking for a candidate.
 - Director of Curriculum and Instruction - Chris Dolgos is being recommended for this position. Because he wanted to complete the year with his class and co-teachers, it was agreed that he would be released from his class one day per week, but that he would also be paid for up to 8 extra hours per week at a stipend of \$45 per hour. This Stipend will be paid by the GCCS Flour City school. A consistent sub will be hired for his one day per week release time through June 30, 2023. The offer letter with the specifics regarding salary etc. was shared with the Board.
- Motion 2022121.5** Upon Motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that Chris Dolgos be hired as the Director of Curriculum and Instruction for the GCCS at the RMSC School. This position is a 0.5 FTE, 12 month position, starting on July 1, 2023 at a salary of \$46,000 per year plus benefits.
- Voting in the affirmative:** Michele Hannagan, Eboni Henderson, Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Voting in the negative: None
Abstaining: None
Motion 20221214.5 Passed: 6 to 0

- Substitute teachers have not had a raise in rate in many years so it is time.
Motion 2022121.6 Upon Motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that:
 1. The internal pay for substitute teachers be raised from \$120 per day to \$140 per day.
 2. Pay for Teaching Assistant substitutes be raised from \$85 per day to \$107 per day.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Voting in the negative: None

Abstaining: None

Motion 20221214.6 Passed: 6 to 0

- Safety Committee - no report
- Diversity Committee - no report

8. Outstanding Business - none

9. Leadership Update - Shannon

- Facilities Update
 - The outside door is fully fixed.
 - Contracting with a handyman service for repairs
 - Now having regular meetings the RMSC staff to coordinate repairs/issues
- Strategic Planning
 - The Leadership team has conversations about how to get everyone on the same page and working more efficiently.
 - Shannon shared a Slideshow outlining where the strategic planning process is and a timeframe for the planning process.
 - Shannon has sought, and found, a mentor to help her learn her new position. The Board fully supports this

10. Site visit

- went very well.
- Discussion about possible to changes the lottery to better meet diversity goals

11. Board Miscellaneous

- Renewal Agreement Action

Motion 20221214.7

Upon motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that this Board approves the changes to the charter agreement. Michele Hannagan, Board President, is given the authority to consent to this change on behalf of this Board.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Voting in the negative: None

Abstaining: None

Motion 20221214.7 Passed: 6 to 0

12. Public Comment - none

13. Adjournment

Motion 20221214.8

Upon motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that this board adjourn.

Voting in the affirmative: Michele Hannagan, Adam Koneman, Jessica Winterhalt Wanner, Tasha Stevens, *Colin Orr

Voting in the negative: None

Abstaining: None

Motion 20221214.8 Passed: 5 to 0

Respectfully Submitted,
Tasha Stevens - Secretary of GCCS-River Board of Trustees
Scribe - Tracy Walker

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
January 18, 2023
Held at RMSC Cunningham House, 657 East Avenue, Rochester, NY 14607
Hybrid Meeting**

Board Members Present: Michele Hannagan, Adam Koneman, Tasha Stevens, Jessica Winterhalt Wanner, Colin Orr*

Board Member Arrivals/Departures During Meeting in Progress: None

Board Members Absent: Kevin Sutherland, Nolica Murray-Fields, Eboni Henderson, Annemarie Wess, VACANCY: 1 RMSC Rep

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

Educational Governance Council Absent: Alexis Stubbe

Potential Board Members Present (NYSED Charter School Office Approval in Process): Danielle Lavell, Allison Shultes

Potential Board Members Absent (NYSED Charter School Office Approval in Process): Charlie Johnson

Guests: Robin Blew

Legal Counsel Present: None

Legal Counsel Absent: Kirsten Barclay

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

1. Welcome, Call to Order, Agenda Overview:

- Michele Hannagan called the meeting to order at 5:32pm.
- Roll call - A quorum was not present.
- Welcome

2. Greeting

3. Approve December minutes - There was no quorum so tabled until February

4. Finances - Robin Blew

- Financial Sheets
 - Robin Reviewed the November 30, 2022 Budget Summary Sheet which covered YTD. Variations between budgeted and actual were minimal and there are no concerns. The Board asked that Robin include:

- The target for student enrollment
 - A breakdown of numbers by district
- Robin shared the Balance sheet through November 30, 2022. Everything looks good.
- Question was raised about how we plan to close the budget gap. The budget includes a \$93,159 entry for “Other” income to achieve a Zero bottom line. This would include grants, donations, etc. The question was raised about what we are doing now to make sure we close the gap. Shannon will report back on the specifics of this in the February meeting.
- Kemouy Bhalai needs to be authorized to sign checks. Since there is not a quorum, this will have to be tabled until the next meeting.
- Handyman Contract. A revised contract has not been approved by the Finance Committee so Board approval will be tabled until the February meeting.

5. Leadership Update - Shannon Hillman

- Culture Work Update - Shannon has been meeting weekly with her Coach (Linda Piontek). Linda has a background in helping organizations with their culture. Linda has submitted a proposal (see document).

6. Committee Updates

The question was raised whether there is a requirement or an expectation that teachers participate on committees. Answer: there is no contractual requirement that teachers join committees, but the culture is that staff engage in all aspects of the school and all staff participate on committees on a regular basis.

- a. Community Engagement: No report
- b. Discipline: No report
- c. Academic: No report
- d. Nominating: A proposed change in the By-Laws for this Board is recommended, but without a quorum, this vote will be deferred to the February meeting.
- e. Personnel: No report
- f. Safety: No report
- g. Diversity: No report

7. Outstanding Business - none

8. Board Miscellaneous

- a. Weighted Lottery - There was discussion at previous meetings regarding putting some students' names in the lottery twice to give them a better chance at being chosen. Because there is no quorum, this will be tabled until the February meeting.

9. Committee Work - The Board shifted into committee work inclusive to building committee charters, meeting tools and meeting cadences.

10. Future Agenda Topics and / or Public Comment - No public comments. Future topics - see above..

11. Executive Session - None

12. Adjournment - there was no motion to adjourn as there was no quorum present.

Respectfully Submitted,
 Tasha Stevens - Secretary of GCCS-River Board of Trustees
 Scribe - Tracy Walker

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
February 15, 2023
Held at RMSC Cunningham House, 657 East Avenue, Rochester, NY 14607
Hybrid Meeting**

Board Members Present: Michele Hannagan, Eboni Henderson, Adam Koneman

Board Members Absent: Kevin Sutherland, Jessica Winterhalt Wanner, Colin Orr, Nolica Murray-Fields, Tasha Stevens, Annemarie Wess, VACANCY: 1 RMSC Rep

Educational Governance Council Members Present: Shannon Hillman, *Kemouy Bhalai, Alexis Stubbe

Educational Governance Council Absent: Allison Carlson

Potential Board Members Present (NYSED Charter School Office Approval in Process):
Danielle Lavell, Allison Shultes

Potential Board Members Absent (NYSED Charter School Office Approval in Process): Charlie Johnson

Guests: Robin Blew

Legal Counsel Present: None

Legal Counsel Absent: Kirsten Barclay

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

Welcome, Call to Order, Agenda Overview:

- Michele Hannagan called the meeting to order at 5:36pm.
- Roll call - A quorum was not present.
- Welcome

As there was no quorum it was decided that the meeting would be ended after discussing:

- Board Engagement Calendar - request that Board members sign up for school events. If Board members can actively engage with students and teachers within the school day and at school events then there is not a need to have teachers report to the Board every month and can hopefully shorten the Board meetings. Michele suggest an addition to the BoT bylaws stipulating that a Board member **MUST** attend one or two events each year.
- Proposed Enrollment Policy Amendment

- The work of Committees - there are folders on the Google Drive for each committee. Board members are asked to go to the respective folders prior to each meeting and read the materials relating to the meeting in advance of the meeting.
- Family Center is now set up. Shannon suggested having BoT meetings in the new Family Center Room. Shannon said that she will order an OWL for any/all hybrid meetings that are held there.

Respectfully Submitted,
Tasha Stevens - Secretary of GCCS-River Board of Trustees
Scribe - Tracy Walker

Future Meetings: All meetings are held at 5:30pm and will be held in the Family Center Room (Room 18) and NOT in the Cunningham House.

March
April
May
June

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
March 22, 2023
Held in the Family Center Room at GCCS
Hybrid Meeting**

Board Members Present: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Board Member Arrivals/Departures During Meeting in Progress: None

Board Members Absent: Kevin Sutherland, Nolica Murray-Fields, Annemarie Wess, VACANCY: 1 RMSC Rep and 1 Community Rep.

Educational Governance Council Members Present: Kemouy Bhalai, Allison Carlson

Educational Governance Council Absent: Shannon Hillman

Potential Board Members Present (NYSED Charter School Office Approval in Process):
Danielle Lavell, Allison Shultes*

Potential Board Members Absent (NYSED Charter School Office Approval in Process): Charlie Johnson

Guests: Robin Blew*

Legal Counsel Present: None

Legal Counsel Absent: Kirsten Barclay

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

1. Welcome, Call to Order, Agenda Overview:

- Michele Hannagan called the meeting to order at 5:32pm.
- Roll call - A quorum was present.
 - Note: [Alexis Stubbe](#) has submitted her letter of resignation as a member of the Educational Governance Council effective immediately. Her term was to expire at the end of June. The Leadership Team will determine whether to fill the position now or wait until the new term begins July 1, 2023. The Board extends its thanks for her many years of service on the Education Governance Council.
- Welcome

2. Greeting - Kemouy ... What is a good piece of advice you have received recently. All shared.

3. Approve Minutes

December 14, 2022

Motion 20230322.1

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Michele Hanagan, RESOLVED, that the December 14, 2022 minutes be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.1 Passed: 6 to 0

January 18, 2023

Motion 20230322.2

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Colin Orr, RESOLVED, that the January 18, 2023 minutes be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.2 Passed: 6 to 0

February 15, 2023

Motion 20230322.3

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Colin Orr, RESOLVED, that the February 15, 2023 minutes be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.3 Passed: 6 to 0

4. Finances - Robin Blew

- **Financial Sheets**

- Robin Reviewed the January 31, 2023 Summary Sheet which covered YTD. Variations between budgeted and actual were minimal. There was concern expressed about the two bills from RMSC in December and January. Shannon is in conversation with RMSC about these.
- Robin reviewed the Balance Sheet for the Month ending January 31, 2023. Cash flow is still strong. Vanguard is no longer sending paper statements and Robin/Shannon have not been able to log into the account so an update is not available for this meeting. A question was raised regarding the line "Board Designated Funds - Expansion." These funds were originally to fund the merger of the two schools, but since that is on hold, what do we intend to do with those funds? Or are we going to just let them sit there?

- **Bank Signator**

Motion 20230322.4

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Michele Hanagan, RESOLVED, that Kemouy Bhalai be approved as a GCCS bank signator for the GCCS River Campus.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.4 Passed: 6 to 0

- **Bank Credit Card for Chris Dolgos** (Note: there was discussion about the credit limit for this card. Concern was raised that when students go on trips that it is easy for the card to reach this limit. The issue will be addressed by the Finance Committee)

Motion 20230322.5

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Adam Koneman, RESOLVED, that Chris Dolgos be given a GCCS credit card for GCCS related expenses..

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.5 Passed: 6 to 0

5. Leadership Update - Kemouy Bhilai

- Mid-year Review - Kemouy has been working with Lisa (EL Rep) to complete the Mid-year Review. There are a few pieces that remain to be completed, but most are done. It should be done for the April Board meeting.
- Board is asked to sign up for some of the coming events and/or for a walk-through. It is important the students and families know who the Board members are and that they are available for them. (Reminder ... Board members are asked to get more involved in the activities of the school so that they understand what is going on. This is in lieu of the monthly teacher reports to the Board.)
- Kitchen remodel update - Updates were needed to bring the kitchen to code. The total cost should be less than \$3,000.
- Kindergarten Class - we lost a teacher (for personal reasons) and the position has not been filled yet. The remaining teacher has asked that there not be a succession of substitutes for the balance of the year. She would like to be the sole teacher to help maintain consistency. To allow her to have sufficient planning time it is suggested that she be paid for six hours per week, at the rate of \$35.00 per hour, of planning time over and above her current salary. If we are able to hire a full time teacher before the end of the year, these six hours would be revoked. Concerns were raised about this new staffing model. This is an unprecedented situation. There will always be three adults in the classroom - but only one "teacher." The adults are all familiar to the children so there will be consistency.

Motion 20230322.6

Upon Motion of Michele Hanagan and duly seconded by Colin Orr, RESOLVED, that Liliana Villanueva be paid \$35 per hour for up to 6 hours per week in addition to her current salary. These hours are to be used for curriculum and lesson planning and preparation. This additional pay will continue until a new, full-time teacher is hired to fill the existing vacancy in the Kindergarten classroom.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens

Voting in the negative: None

Abstaining: Jessica Winterhalt Wanner

Motion 20230322.6 Passed: 5 to 0 with 1 abstention

6. Committee Updates

a. **Community Engagement:** No report

b. **Discipline:** No report

- c. **Academic:** No report
- d.
- e. **Nominating:** A proposal to change the name of the “Nominating Committee” to “Governance Committee.” This is a change in the By-Laws of this Board and more accurately describes the responsibilities of this Committee. The definition and mandate remains the same.

Motion 20230322.7

Upon Motion of Adam Koneman and duly seconded by Tasha Stevens, RESOLVED, that the name only of the “Nominating Committee” be changed to “Governance Committee.”

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.7 Passed: 6 to 0

- f. **Personnel:** No report

- g. **Safety:** The school currently has a DASA policy in place to address bullying and harassment. It has been pointed out by the Board’s attorney that by law we also need a Title 9 policy to address sexual harassment and bullying specifically.

Motion 20230322.8

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Colin Orr, RESOLVED, that the Title 9 Policy be approved as put forward by the Board’s Attorney Kristen Barclay (see separate document) with Shannon Hillman as the designated Title 9 Coordinator.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.8 Passed: 6 to 0

Motion 20230322.8

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Colin Orr, RESOLVED, that Shannon Hillman be designated as the DASA Coordinator.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.8 Passed: 6 to 0

- h. **Diversity:** No report

7 & 8. Outstanding Business - Revisions to the Bylaws will wait until after the Charter Renewal process which will happen between April and June.

New Business

9. 2023-2024 School Calendar

- We are still waiting on transportation information from the RCSD, so the proposed calendar may need to be amended at a later date. There was discussion about how late bus arrivals and late bus pick-ups are handled. Discussion about giving students

- April 8, 2024 there will be a full solar eclipse in Rochester and some schools are giving students the day off to participate in events related to it. There will also be lots of activities and alternate use of the property by the RMSC.
- June 19, 2024 - is Juneteenth Day. Does it make sense to have that day off as a holiday and then coming back for only one day on June 20th?
 - **Motion 20230322.9**
 - Upon Motion of Jessica Winterhalt Wanner and duly seconded by Colin Orr, RESOLVED, that the calendar for the 2023-2024 School year be approved.
 - **Voting in the affirmative:** Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner
 - **Voting in the negative:** None
 - **Abstaining:** None
 - **Motion 20230322.9 Passed:** 6 to 0

10. Acceleration Policy. We have a policy for retentions, but not accelerations. Several families have asked to have their child accelerated. This policy will provide guidelines regarding what the criteria are, and who gets the final say.

Motion 20230322.10

Upon Motion of Michele Hanagan and duly seconded by Adam Koneman, RESOLVED, that the Acceleration Policy, as presented, be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.10 Passed: 6 to 0

11. Future Agenda Topics and / or Public Comment -

- Can we have a conversation about how we collect data - how were design and use surveys? This falls under the purview of the School Leadership Committee. They will take up this topic and report back to this Board at some point. One suggestion was to have Board members making the calls as this might get input we wouldn't normally get, and would help parents to know Board members.
- Technology
- Security System

12. Executive Session - None

Adjournment

Motion 20230322.11

Upon Motion of JMichele Hanagan and duly seconded by Jessica Winterhalt Wanner, RESOLVED, that this meeting be adjourned.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Adam Koneman, Colin Orr, Tasha Stevens, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230322.11 Passed: 6 to 0

Respectfully Submitted,
Tasha Stevens - Secretary of GCCS-River Board of Trustees
Scribe - Tracy Walker

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
April 19, 2023
Held in the Family Center Room at GCCS
Hybrid Meeting**

Board Members Present: Michele Hannagan, Charlie Johnson, Adam Koneman, Danielle Lavell, Allison Shultes, Colin Orr, Tasha Stevens, Kevin Sutherland, Annemarie Wess, Jessica Winterhalt Wanner

Board Member Arrivals/Departures During Meeting in Progress: None

Board Members Absent: Eboni Henderson, Nolica Murray-Fields, VACANCY: 1 RMSC Rep and 1 Community Rep.

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

Educational Governance Council Absent:

Guests: Robin Blew (Accounting & Payroll), Kendra Cadogan (prospective Board member)

Legal Counsel Absent: Kirsten Barclay

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

1. Welcome, Call to Order, Agenda Overview:

- Michele Hannagan called the meeting to order at 5:33pm.
- Roll call - A quorum was present.
- Welcome

2. Greeting - Shannon ... Say hello and how you are doing.

3. Approve Minutes

Motion 20230419.1

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Michele Hannagan, RESOLVED, that the March 22, 2023 minutes be approved.

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

Voting in the negative: None

Abstaining: None

Motion 20230419.1 Passed: 10 to 0

4. Finances - Robin Blew

- **Financial Sheets**
 - Robin Reviewed the February 28, 2023 Summary Sheet which covered YTD. Variations between budgeted and actual were minimal.

- A decision was made to not enroll students after the lottery. There is not much school year left and trying to integrate a new student could be counter-productive.
- Food Service revenue is higher than we budgeted. We also got a grant to pay for milk.
- Robin reviewed the Balance Sheet for the Month ending February 28, 2023. Cash flow is still strong. Investments look good.

5. **Leadership Update** - Kemouy Bhilai

- Lottery - over 600 applications - Invitations were extended - and many have accepted. Now the chore of getting the enrollment packages completed and turned in. Tours and info sessions have been offered. More invitations will be offered.
- No lottery has been held for 6th grade as that is a transition year. The question was raised if we should reconsider this policy - but it was decided it is still a good policy.

6. **Committee Updates**

- a. **Community Engagement:** No report
 - b. **Discipline:** No report
 - c. **Academic:** No report
 - d. **Governance:**
 - i. Recruitment: Kendra Cadogan, Maria Oliver, and Bill Gargan have all been asked to consider serving on this Board.
 - ii. Parent Representatives: We might consider leaving one of the seats open until we merge with Flower City so that there will not be a 3rd parent (charter calls for 2 parent reps).
 - e. **Personnel:** No report
 - f. **Safety:**
- .The Security Team is asking that new cameras and intercoms be installed at the doors. Current equipment is old and inadequate.
1. The quote from Upstate is for \$26,000. This seems very high
 2. Lantek Security and Automation gave quotes.
 3. More conversation is needed with RMSC regarding the specific aspects of a new system.
 4. Staff education will be required for a new system and what the protocols are for specific situations. These new policies and procedures need to be reviewed by this Board before the end of this school year.

Motion 20230419.2

Upon Motion of Kevin Sutherland and duly seconded by Tasha Stevens, RESOLVED, that the two proposals from Lantek Security & Automation coming to a total of \$15,220.60. These proposals are for the upgrade and installation of exterior door and hall monitoring equipment. (see proposals for details)

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

Voting in the negative: None

Abstaining: None

Motion 20230419.2 Passed: 10 to 0

- g. **Diversity:** "Spring Fling" Saturday April 29, 2023 from 2-5:00pm. This is a dance & food event with a silent auction. It is one of the major Family Association fundraising events.

7. **Charter Renewal Update** -

- We were not on the April agenda so we expect to be on the May 15-16 agenda. It is at this meeting that we are asking to merge with our Flower City School and expect a favorable response.
- We have received feedback from the most recent site visit. There were no surprises and in general the responses were positive.
 - Benchmark Nine is still not where it should be but we have lots of data to show our good-faith efforts. We are making significant progress in the last three years.
 - There were also some concerns raised about our lending money to the Flower City School despite our rigid adherence to guidelines. Our attorney helped draft our response, and this response will be attached to the report so that anyone who reads the report will also see our response.
 - It was noted that they were pleased that we had our legal counsel at Board meetings, which we currently do not have. It cost \$350/hour for the attorney to attend our meetings and we have opted to be judicious with our request for legal attendance at Board meetings and will ask for it when there are specific topics/issues that need their expertise.

8. 2023-2024 School Calendar

- After the discussion at the March meeting some changes are proposed
 - The Solar Eclipse (April 8, 2024) is currently a half day. RCSD has no school that day so there will be no transportation. Despite the loss of the opportunity to use the day as a teaching opportunity, the school will be closed all day. Special activities will be planned that it is hoped many students can participate in.
 - With the current calendar students have Juneteenth Day off and then return for one day of school before the summer break begins. This doesn't make a lot of sense. The 2023-24 calendar currently has 3 "Emergency Days." It seems reasonable that this be cut to 2 "Emergency Days" and school would end the day before Juneteenth (6/18/24) for students, and staff will have the day after to pack up.

Motion 20230419.3

Upon Motion of Allison Shultes and duly seconded by Tasha Stevens, RESOLVED, that the 2023-24 school calendar be amended as follows:

- April 8, 2024 will be a full day off for students rather than a half day off.
- The last day of school for students will be June 18, 2024.

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

Voting in the negative: None

Abstaining: None

Motion 20230419.3 Passed: 10 to 0

9. Acceleration Policy. Kemouy shared that she had spent a lot of time reflecting on the discussion about students skipping a grade and the various ramifications of such a move. She stated that there needs to be serious discussion about the specific language in this policy. She also shared that she has been exploring an "enrichment program option." She has done research on Gifted programs. She also visited the Penfield Schools where they have a program for "gifted and talented students." Kemouy asked that we not put an acceleration policy in the handbook, but rather say that we do not accelerate students but do that we do have an enrichment option that is built into our *response to intervention* model that supports students who are accelerating and explaining what that support looks like. Students who are performing above grade level would not be pulled out for separate programming, rather their work within the classroom would be adapted to their needs - very similar in concept to how we program for students who are behind grade expectations. This would allow students to receive instruction at

their appropriate academic level while keeping them with their peers at their social/emotional level.

Motion 20230419.4

Upon Motion of Jessica Winterhalt Wanner and duly seconded by Michele Hannagan, RESOLVED, that the Acceleration Policy that was approved at the March 22, 2023 Board meeting be rescinded.

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

Voting in the negative: None

Abstaining: None

Motion 20230419.4 Passed: 10 to 0

10. End of School Year Event

- Concern raised about the cost of such an event when there are concerns about our budget. How can we have a bigger event that doesn't have a big cost?
- Staff needs to be included in the discussion.
- We need to celebrate staff and Board members

11. Future Agenda Topics and / or Public Comment -

- Kevin raised the issue of now being the time to begin thinking about lease conversations for next year with RMSC.

12. Executive Session - None

Adjournment

Motion 20230419.5

Upon Motion of Michele Hanagan and duly seconded by Tasha Stevens, RESOLVED, that this meeting be adjourned.

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

Voting in the negative: None

Abstaining: None

Motion 20230419.5 Passed: 10 to 0

Respectfully Submitted,
Tasha Stevens - Secretary of GCCS-River Board of Trustees
Scribe - Tracy Walker

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
DRAFT Meeting Minutes
May 17, 2023
Held in the Family Center Room at GCCS
Hybrid Meeting**

Board Members Present: Michele Hannagan, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr, Allison Shultes*, Tasha Stevens*, Jessica Winterhalt Wanner, Annemarie Wess*

Board Member Arrivals/Departures During Meeting in Progress: Eboni Henderson* (at the 2hr. 10min. mark of the meeting)

Board Members Absent: Kevin Sutherland, Nolica Murray-Fields, VACANCY: 1 RMSC Rep and 1 Community Rep.

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

Educational Governance Council Absent:

Potential Board Members Present (NYSED Charter School Office Approval in Process):

Potential Board Members Absent (NYSED Charter School Office Approval in Process):

Guests: Robin Blew*, Bill Shumacher, Chris Dolgos, Dan Walpole, Alexis Stubbe, Marie Oliver, Bill Gargan, Kendra

Legal Counsel Present: Kirsten Barclay

NOTE: Potential Board Members, Guests, and Education Governance Council members are **Non-Voting**

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

Regular Agenda Items

1. Welcome, Call to Order, Agenda Overview:

- Michele Hannagan called the meeting to order at 5:32pm.
- Welcome

2. Greeting -

3. Approve Minutes

April 19, 2023

Motion 20230517.1

Upon Motion of Colin Orr and duly seconded by Allison Shultes, RESOLVED, that the April 19, 2023 minutes be approved.

Voting in the affirmative: Michele Hannagan, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr, Allison Shultes*, Tasha Stevens*, Jessica Winterhalt Wanner, Annemarie Wess*

Voting in the negative: None
Abstaining: Jessica Winterhalt Wanner
Motion 20230517.1 Passed: 9 to 0

4. Finances - Robin Blew

- **Financial Sheets**
 - Robin Reviewed the March 31, 2023 Summary Sheet which covered YTD. Variations between budgeted and actual were minimal.
 - Robin reviewed the Balance Sheet for the Month ending March 31, 2023.
 - There are no significant variations, and none of concern.

5. Leadership Update - Kemouy Bhilai

- Culture Data presentation
 - Shannon shared the data that was collected as part of the needs assessment study in collaboration with Linda P. As the organization is growing it is important that we remain true to our history, vision, philosophy. 96% of staff took the survey. For specifics about the results of the survey please refer to the slide presentation.
 - Discussion about some of the findings and what the Board might do to address the issues raised.
 - More time and discussion is needed and this may require a specific meeting devoted specifically to this topic.
- 2023-24 Draft Budget discussion
 - Shannon prefaced the budget discussion by referring to a letter, to this Board, signed by 19 staff members that raised concerns that are budget related.
 - Revenue
 - Shannon shared info from the Charter School Association showing that Rochester schools (which means charter schools too) are getting a smaller increase in funding that the other 4 urban school districts in NYS.
 - Revenue sources were explained.
 - One perennial guess is how many students we will have.
 - It was noted that the suburban student funding will go up 2-3%
 - Expenses
 - Shannon reviewed and explained the various expense lines.
 - Discussion of the various lines.
 - Lease with RMSC and future options
 - Personnel cost for non-classroom personnel
 - How might the school merger influence choices
 - Letter from Staff
 - Request for a 15% salary increase due to small increases in recent years, length of instructional day, and added responsibilities. If this was in the budget it would require about \$125,000 which would need to come from other line items in the budget.
 - Concern about EL services not reaching the classroom.
 - Request for inhouse inservice rather than outside consultants
 - Request for re-evaluation of days work days (Veteran's Day, Feb. Break, etc.)
 - Shannon shared what would have to be cut from the budget if we were to give staff a 15% pay increase.
 - Shannon shared some options for trying to give staff recognition for the hard work they are doing and still be fiscally responsible.

- 3% salary increase
- \$1,500 “retention bonus” for all staff who have been with GCCS since 2019. This would be a one-time check.
- Reduce full-staff, full-time August PD.
- Fund-raising consultant (example of a charter school in South Carolina). The potential money that a consultant might bring in was not included in the 2023-24 budget planning.
- The Grant writer has been successful and should be continued.
- We are not eligible for pandemic related retention credits because the school never fully shut down.
- Veteran’s Day does not need to be a PD day for staff
- February PD - staff does planning for the Spring expeditions while students have no school. This is a crucial time for PD and to eliminate this would be a detriment to the academic programming for students. More conversation is needed to see if there are options that would benefit teachers, students, and families.
- Shannon shared the conversation about the EL services and potential changes. The focus this year will be less on the Leadership Team and more on the instructional staff.
- The Leadership Team is getting a 5% increase based on the increased scope and responsibility of the positions.
- The Charter Entity expressed concerns about drawing funds from investments.

○ Budget Vote

Motion 20230517.2

Upon Motion of Michele Hannagan and duly seconded by Colin Orr, RESOLVED, that the budget for the 2023-2024 school year be approved as presented.

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

Voting in the negative: None

Abstaining: Charlie Johnson, Jessica Winterhalt Wanner

Motion 20230517.2 Passed: 8 to 0 with 2 abstentions.

Supplementary Money for Staff

Motion 20230517.3

Upon Motion of Adam Konneman and duly seconded by Colin Orr,

Whereas during the 2020-21 school year the GCCS staff did not received pay increases;

and **Whereas** the Board would like to recognize their commitment to the GCCS during this period;

and **Whereas** the 2022-23 budget can support the additional payments;

Therefore be it **Resolved** the the GCCS Board of Trustees approved a one-time payment, in the amount of \$1,500 for any and all teachers hired on or before July 1, 2019 in recognition of their commitment and service to GCCS.

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

Voting in the negative: None

Abstaining: Charlie Johnson, Jessica Winterhalt Wanner

Motion 20230517.3 Passed: 8 to 0 with 2 abstentions.

Michele stated that there will be future meetings of the Finance Committee to further discuss how to better balance the budget going forward.

The Board charges Shannon with looking at the February break options with the Leadership Team and staff and suggesting changes to the calendar as appropriate.

6. Committee Updates

a. **Discipline:** No report

b. Governance

i. Proposed Membership 2023-24

1. Community Rep - Kendra ???
2. We are asking that one RMSC rep be changed to become an additional Community Rep.
3. Family Association will propose a parent representative

ii. Proposed Officers for 2023-24.

1. President - Bill Gargan (needs approval from his work to participate on this Board)
2. Vice President - TBA (possibly Michele Hannagan)
3. Treasurer - TBA
4. Secretary - Allison Shultes

c. **Personnel:**

.Keri Gonzalez Sabbatical - Winter 2023

Motion 20230517.4

Upon Motion of Michele Hannagan and duly seconded by Colin Orr, RESOLVED, that Keri Gonzalez be granted a sabbatical leave during the Winter term of the 2023-24 school year.

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

Voting in the negative: None

Abstaining: Jessica Winterhalt Wanner

Motion 20230517.4 Passed: 9 to 0 with 1 abstention.

d. **Safety** - no report

e. **Diversity and Racial Equity** - no report

f. **Community Engagement** - no report

g. **District Instructional Leadership Team** - no report

Outstanding Business

7. **Charter Renewal Update** - May 15-16, 2023 Board of Regents Decisions

- Shannon shared the comments made during the review. We were approved for 4 more years.

- The merger was not mentioned.

New Business

9. iReady Contract renewal

Motion 20230517.5

Upon Motion of Colin Orr and duly seconded by Adam Konneman, RESOLVED, that iReady contract be approved for the 2023-24 school year.

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

Voting in the negative: None

Abstaining: Jessica Winterhalt Wanner

Motion 20230517.5 Passed: 8 to 0 with 1 abstention.

10. EL Education Contract Renewal

Motion 20230517.6

Upon Motion of Michele Hannagan and duly seconded by Colin Orr, RESOLVED, that EL contract be approved for the 2023-24 school year.

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

Voting in the negative: None

Abstaining: Jessica Winterhalt Wanner

Motion 20230517.6 Passed: 8 to 0 with 1 abstention.

11. 2023-24 Calendar - link to calendar

Executive Session

Motion 20230517.7

Upon Motion of Michele Hannagan and duly seconded by Colin Orr, RESOLVED, the Board move into Executive Session to discuss personnel matters.

Voting in the affirmative: Michele Hannagan, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr, Allison Shultes, Tasha Stevens*, Annemarie Wess*, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230517.7 Passed: 9 to 0

Open Forum

13. Future Agenda Items

14. Public Comment - none

Meeting Wrap-up

Adjournment

Motion 20230517.8

Upon Motion of JMichele Hanagan and duly seconded by Jessica Winterhalt Wanner, RESOLVED, that this meeting be adjourned.

Voting in the affirmative: Michele Hannagan, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr, Allison Shultes, Tasha Stevens*, Annemarie Wess*, Jessica Winterhalt Wanner

Voting in the negative: None

Abstaining: None

Motion 20230517.8 Passed: 9 to 0

Respectfully Submitted,
Tasha Stevens - Secretary of GCCS-River Board of Trustees
Scribe - Tracy Walker

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
June 7, 2023**

Hybrid Meeting: Held in the Family Center (Room 18) at GCCS School Building,
657 East Avenue, Rochester, NY 14607

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

Board Member Arrivals/Departures During Meeting in Progress: Kemouy Bhalai; Left at 7:30pm
Danielle Lavell

Board Members Absent: Nolica Murray-Fields, Jessica Winterhalt Wanner, VACANCY: 1 RMSC Rep, 1 Community Rep., Annemarie Wess

Educational Governance Council Members Present: Allison Carlson*, Shannon Hillman, 1EGC Vacancy

Educational Governance Council Absent:

Guests: Robin Blew (Accounting & Payroll), William Gargan, Kendra Cadogan*

Legal Counsel Present: None

Legal Counsel Absent: Kirsten Barclay

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

REGULAR AGENDA ITEMS

1. Welcome, Welcome Guests, Call to Order, Roll Call, Agenda Overview:

- Welcome all
- Welcome Guests–Kendra Cadogan (potential board member) and Bill Gargan
- Michele Hannagan called the meeting to order at 5:34pm.
- Roll call - A quorum was present.
- Agenda Review:

2. Greeting - Shannon led the group in a meeting–quick hi and how are you doing! Everyone is here and ready to roll! Shannon passed around 2 documents for board members to complete this evening: financial disclosure and the code of ethics document.

3. Review & Approve Minutes

May 17, 2023 Meeting Minutes:

The minutes from this meeting will be approved at the next meeting.

May 25, 2023 Special Meeting Minutes:

Motion 20230607.1

Upon Motion of Michele Hannagan and duly seconded by, Colin Orr RESOLVED, that the May 25, 2023 special meeting minutes be approved.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.1 Passed: 9 to 0

4. Financial Report - April Budget Review- Robin Blew

- Summary Sheet Review:
 - Robin Reviewed the April 30, 2023 Summary Sheet which covered YTD.
 - Variance for school tuition has been carried all year—nothing new to report. One more billing for May & June but no new changes anticipated.
 - Nothing new to report for the Food Service program—will be in the black but always have costs to offset that income.
 - Facilities: anticipate being over budget due to addition of utilities added to rent from RMSC.
 - Field Study: a few more day trips after this report; no more overnights.
 - Coming in at a deficit of about -\$28,393K (this time last year about -\$16K)

Shannon: Gave a brief update on enrollment for next and so far 174 (current students joining next year) and 39 new students that are enrolled for a total of 213 and ready to go! Enrollment is still going so we're looking really good for next year! Out of the 39 new students 18 self identify as white, 18 as black and 9 as multiple races. The breakdown of students and districts where students are coming from is in the Google Drive for Board Members to review. There was good discussion amongst the board.

- Balance Sheet Review:
 - Robin reviewed the Balance Sheet for the Month ending April 30, 2023. Cash flow is still strong. Restricted funds are still in there as required by the State. Michelle Henry and Julia K are working on how to spend the Milk Grant money.
 - Investments look good: Fidelity & Vanguard accounts are both up from the end of June last year for a total of ~\$38K.

NOTE: Jumping to NEW BUSINESS ON THE AGENDA SECTIONS 9 & 10 in order to discuss the contract while Robin is still in the meeting.

5. Leadership Update: Leadership & Board Capacity Draft Plan & Proposal - Shannon Hillman

Leadership & Board Capacity Draft Plan & Proposal

Shannon followed up on the Board's ask at the last meeting to reflect on what she needed as an Executive Director and Board and Leadership Capacity building for the next few years. She shared that she is still learning as leader, Kemouy & Christine as new school leaders, Chris coming in as a leader and working to help Maureen see herself as a leader and for all of them to work as a team.

This plan outlines GCCS Core Practices that come from EL Education: #32, #33, 34

- #32 *Fostering a cohesive school vision:* leaders need to communicate and engage others in the vision
- #33 *Evidence based Strategic Improvement:* this is change management through the improvement process

- *#34 Cultivating a positive professional culture*: this is all about promoting trust, growth mindset and professional courage

Shannon started with a reflection on this year and how the work done this year could lead into improvement and growth into subsequent years. Some of the highlights from the chart she outlined include targets to measure improvement and progress through the journey.

#32: Understand and define top level leadership roles, define shared leadership to understand alignment between senior leadership

- This year some roles within the smaller leadership team have been defined; internal progress on this was made.
- Looking ahead next year to a more comprehensive alignment across leadership; want to asset based inventory–use each other's strengths; revised a calendar of deliverables to reflect and define realistic duties and expectations; building an effective on-boarding plan (thinking about retirements, etc.) and an accessible resource/data sharing system for leaders
- How would we measure success: clearly articulate roles and responsibilities to direct report; less time on trainings and more on executing

#33 Evidence based Strategic Improvement and #34 Cultivating a positive professional culture: This digs into more of the social and emotional components to the school's leadership work

- This year a training with Breakthrough was held, set-up one-on-ones with Executive Director, leadership meeting times defined, ED working with an Executive Coach.
- Next year they'd like to work with an Executive coach to align leadership expectations across the team and staff, continue working with this person to align staff culture and alignment, student culture and expectations, then to families. Start with the staff and have a cohesive message on all fronts. This will be a big lift –a lot has been started but needs to be dug into.
- How do we codify this? Handbooks, documentation, trainings are all written and revised so it is the same across the board. Come 2025, all of this work (onboarding and using same practices and expectations) will be in wide use.

The goal of this work is to shift from a reactive mindset to a proactive, well-defined, team approach to lead.

Shannon shared that both Deb Hamner from Breakthrough Leadership and Linda from Piontek Group have presented proposals to support this Leadership plan and growth. Both contracts are presented as 6 months–front heavy and intensive at first and then scale back to support leaders at all levels individually. Come December, these contracts would need to be re-evaluated to identify what the needs are moving forward.

There was discussion within the Board about what measurables and deliverables will be so that we can evaluate and monitor that this work is effective and working and on track with meeting the goals in the plan. It was discussed to add more granular “evidence” to this draft plan and to identify a checkpoint and status update including but not limited to: i.e. decreased turnover, Presentation/Report to the Board, presentations, Q&A with staff, small focus groups, progress report every Board meeting, surveys, utilizing Education Governance Council more effectively for Board Meetings, etc.). The Board directed Shannon to go back to the consultants to ask them about methods of “How will we Know?”. Both of these proposals are included as part of the 2023-2024.

Legal Counsel: Kirsten Barclay has joined the meeting virtually at 7:09pm for a quick consultation regarding the language of two resolutions.

Motion 20230607. 4

Upon the motion of Michele Hannagan, and duly seconded by, Tasha Stevens, RESOLVED, that the proposal from Breakthrough Leadership Consulting to provide

capacity-building support and executive coaching services for a total of \$16,100 as amended.

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

Voting in the negative: None

Abstaining: None

Motion 20230607. 4 Passed: 9 to 0

Motion 20230607.5

Upon motion of Allison Shultes and duly seconded by Kevin Sutherland, RESOLVED, that the proposal from Piontek Group to provide cultural visioning consultation for a \$2,700 be approved as amended.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.5 Passed: 9 to 0

6. Committee Updates

- a. **Discipline:** No report
- b. **Governance: Board Membership & Officers for 2023 -2024; Bylaws Review & Changes**
– Eboni Henderson & Adam Koneman

i. Board Membership & Officers for 2023-2024

2023-2024 New Officer Nominations

23-24 New Officers	
President	Michele Hannagan - President
Vice President	Adam Koneman
Treasurer	Kevin Sutherland** - Treasurer
Secretary	Allison Shultes

** Will stay seated until approved voting member

Motion 0230607. 7 Adam Koneman, made and Eboni Henderson seconded the following motion: Resolution: Election or Appointment of Officers of the Board of Trustees

WHEREAS, pursuant to Article V of the Genesee Community Charter School Board of Trustees' Bylaws, the Board may elect or appoint officers of the Board at its annual meeting; and WHEREAS, the Board's bylaws require the Board shall consist of the

following officers: a Board Chair, one or more Vice Presidents, a Secretary and a Treasurer.

NOW THEREFORE BE IT RESOLVED, that after an election of officers of this Board held pursuant to its Bylaws, the following officers, to wit:

Michele Hannagan, Chair
Adam Koneman, Vice President
Allison Shultes, Secretary
Kevin Sutherland, Treasurer

Hereby are declared to have been and are duly elected to serve in the capacities until further action may be taken by the Board.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.7 Passed: 9 to 0

Board Memberships & Renewals:

New Board Members	Seated In Place Of...	Term
Maria Oliver	Kevin Sutherland	7/1/23 - 6/30/24
Kendra Cadogan	Tasha Stevens	7/1/23 - 6/30/24
REAPPROVE Adam Koneman	N/A	7/1/23 - 6/30/26

Motion 20230607. 8: Adam Koneman made a motion, seconded by Tasha Stevens that the Genesee Community Charter School at RMSC Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select MARIA OLIVER as a member to its Board of Trustees, with a term expiring on June 30, 2024, pending approval by NYSED. The resolution approving MARIA OLIVER is adopted upon NYSED's approval.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.8 Passed: 9 to 0

Motion 20230607. 9: Upon the motion of Adam Koneman, and seconded by, Allison Shultes that the Genesee Community Charter School at RMSC Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having

verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select KENDRA CADOGAN as a member to its Board of Trustees, with a term expiring on June 30, 2024, pending approval by NYSED. The resolution approving KENDRA CADOGAN is adopted upon NYSED's approval

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

Voting in the negative: None

Abstaining: None

Motion 20230607. 9 Passed: 9 to 0

Motion 20230607.10 : Upon the motion of Adam Koneman, and seconded by, Tasha Stevens that the Genesee Community Charter School at RMSC Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to re-elect ADAM KONEMAN as a member to its Board of Trustees, with a term expiring on June 30, 2026, pending approval by NYSED. The resolution approving Adam Koneman was adopted upon NYSED's approval.

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

Voting in the negative: None

Abstaining: None

Motion 20230607. Passed: 9 to 0

ii. Bylaws Review & Changes:

Adam Koneman shared that the Governance Committee has met and made revisions to the Bylaws to reflect Executive Director as an approved title and to create more flexibility in the numbers of representatives (Community, RMSC, Parent, etc.) Legal counsel was also advised to update language to standardize languages. These revisions will be submitted to the State for approval of a non-material revision.

Motion 20230607. 6 : Upon the motion of Adam Koneman, and seconded by Colin Orr RESOLVE, that the Board approve the revisions to the Bylaws of Genesee Community Charter School at RMSC as presented.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.6 Passed: 9 to 0

c. **Personnel: 2023-2024 New Hires; Long Term Sub Hire**

2023-2024 New Hire Approvals:

Kemouy shared that would like to make 3 offers—2 of them are confirmed and one is pending.

Frances (Annie) Leary has been offered a full-time position as a classroom teacher for next school year and her acceptance is pending. Frances has experience in the classroom (6 years) and a masters degree, and would be in the 4-5 loop.

Motion 20230607.13

Upon motion of Michele Hanagan and duly seconded by Allison Shultes, RESOLVED, to approve Frances Leary for a full-time (1.0 FTE) classroom teacher position for the 2023-2024 school year at the annual 10-month salary of \$57,000.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.13 passed: 8 to 0

Jennifer Asitimbay has been offered a full-time position as a classroom teacher for next school year. Jennifer has 3 years classroom experience, has a masters degree and is certified and would be joining the K-1 loop.

Motion 20230607.11

Upon motion of Michele Hannagan, and duly seconded by Colin Orr, RESOLVED, to approve Jennifer Asitimbay for a full-time (1.0 FTE) classroom teacher position for the 2023-2024 school year at the annual 10-month salary of \$53,000.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.11 passed: 9 to 0

Nathaniel Gibbs has been offered a full-time position as a classroom teacher for next school year. Nathaniel has extensive educational experience as a teacher instructional coach and other positions and would be in the 6th grade team. He has met with the current 6th grade team and they are excited that he can continue the great work of that team (and was the pick of the students!) The salary is aligned with his experience but does push us slightly beyond the scope of a normal budget by ~\$25K but the budget has been intentionally budgeted over and covers this variance.

Motion 20230607.12

Upon motion of Michele Hannagan, and duly seconded by Colin Orr, RESOLVED, to approve Nathaniel Gibbs for a full-time (1.0 FTE) classroom teacher position for the 2023-2024 school year at the annual 10-month salary of \$68,000.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.12 passed: 8 to 0

Long Term Substitute Hire: Shannon shared that she would like to proactively approve a long term substitute position that has been in place since Mar 6, 2023 for Jessica Winterhalt Wanner. Jess had been receiving a daily rate but really should have been receiving the long term substitute rate. In the handbook it says that substitutes are paid at the daily rate for 2 consecutive weeks in a position and then paid at the long term substitute rate. For Jess we would like to retroactively correct the difference of this pay. This means that for Jess from

March 6th-March 17, 2023 she would received \$140 per day and that from March 20th - Jun 22, 2023 should be paid \$210.

Motion 20230607.14

Upon motion of Michele Hannagan, and duly seconded Tasha Stevens by, RESOLVED, to approve Jeessica Winterhalt Wanner for the Long term substitute position that began on March 6, 2023 and to retroactively pay her the long term substitute rate of \$210.00 per day from March 20, 2023 - June 22nd, 2023.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.14 passed: 8 to 0

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

OUTSTANDING BUSINESS

7. Revised 2023-2024 Calendar Approval

Motion 20230607.15

Upon motion of Michele Hannagan and duly seconded by, Colin Orr RESOLVED, that the 2023-2024 school calendar be amended as follows:

- February Break will be a week long break and the Thursday and Friday before that break will be two Professional Days
- 1 emergency day was removed
- Aligned with RCSD in early January so kids return right after holiday recess
- No conflicts with charter responsibilities/number of hours of PD
- Did review other calendar years to ensure that these changes will work in other years
- Veteran's Day will be a day off (no PD, no school)

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

Voting in the negative: None

Abstaining: None

Motion 20230607.15 passed: 8 to 0

8. Budget Revist Post May 17, 2023 Meeting -Shannon

The Board asked at the last budget meeting to consider a 5% pay increase for all staff for the next school year. This is not possible next year for the following reasons:

- Really experienced new staff (music teacher and 6th grade teacher). Didn't want to compromise on quality
- The 5% increase is ~\$100K increase and our budget cannot absorb the expenses
- Consistency across both schools. If an increase of 5% happens at River, for consistency it would need to happen at Flour City as well and their budget cannot absorb the increase
- .7% increase in revenue rather than the 1% that was listed. .7% is the realistic projection and revenue projects have been adjusted to reflect this.

- Other revisions have been made to reflect more realistic numbers based on outstanding quotes/pending contracts and tracking throughout the year (i.e. Cleaning Contract, better tracking of office supply purchases, etc.)
- Long term sub salary: 2 student teachers for the sabbatical coverage, rather than 2 prorated salaries, budgeted for 1 at realistic costs
- IT support was whittled back rather than push for growth
- Consideration of a sustained salary increase for future years: the committee and Shannon are still reviewing this to determine if there is a standard increase that can be projected for future years. The committee is not ready to make a recommendation on this at this point but will follow up.

Motion 20230607.3

Upon motion of Kevin Sutherland and duly seconded by Michele Hannagan, RESOLVED, that the revisions to the 2023-2024 budget be approved as presented.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.3 Passed: 9 to 0

NEW BUSINESS:

9. Cleaning Quote Contract Approval:

The Finance Committee and Operations Team have presented 3 quotes for cleaning/janitorial services for the GCCS at RMSC campus building. Dimensional is currently doing these services and quoted at \$4,880 per month. The other two companies that were reviewed are: Cleancraft, LLC (\$4,999 per month) and Essential Property Care (\$4,440 per month). Dimensional has been very reliable and doing a good job and staff gave good feedback. References were checked for the other two services and both were highly recommended and are used by other schools and businesses in the community. Kemouy shared that she has no concerns continuing with Dimensional Services, LLC.

Motion 20230607.2

Upon motion of Colin Orr, and duly seconded by Tasha Stevens, RESOLVED, to approve the contract with Dimensional Services Inc., to provide janitorial services for GCCS River Campus for the 2023-2024 school year at \$4,880.00 per month as presented.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.2 passed: 9 to 0

10. Food Service Contract Update:

Michelle Henry (Food Services Coordinator) has been working diligently to look for quotes for food services for next year. THE only options in Rochester right now are Foodlink or Julia K. Catering (who is currently providing these services). Waiting on the contract from Juila K. to discuss more details next time.

NOTE: Moving back to the section to discuss budget revisions (Section 8.) to include Robin in the conversation before she had to leave early.

11. 2023-2024 Board Meetings Calendar

The calendar is in the drive and calendar invites have been sent to all Board members.

12. Financial Disclosure and Conflict of Interest Form Completion

Board members were given access to these forms both paper copies and electronic for signature and completion ASAP

13. Board Retreat Date: Proposed Saturday, July 15, 2023 from 12-4pm

This was the most favorable date based on the DoodlePoll that Adam sent out. This work will focus on board logistics, discussing how we're running meetings, and continued discussion on committee work and more. Board members should be marking their calendars and will tentatively be hosted at Kirsten's work.

OPEN FORUM

14. Future Agenda Topics/and or Public Comment

Michele opened the meeting up to public comment at 7:53pm. No public comments were made. There are ongoing internal discussions about our upcoming lease renewal.

MEETING WRAP-UP

16. Review Actions & Agreements

Approval of June 7, 2023 Meeting Minutes

Motion 20230607.16

Upon Motion of Michele Hannagan and duly seconded by Tasha Steven, RESOLVED, that the June 7, 2023 meeting minutes be approved.

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

Voting in the negative: None

Abstaining: None

Motion 20230607.16 Passed: 8 to 0

Adjournment at 8:05pm

Motion 20230607.17

Upon Motion of Michele Hannagan and duly seconded by Colin Orr,, RESOLVED, that this meeting be adjourned.

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

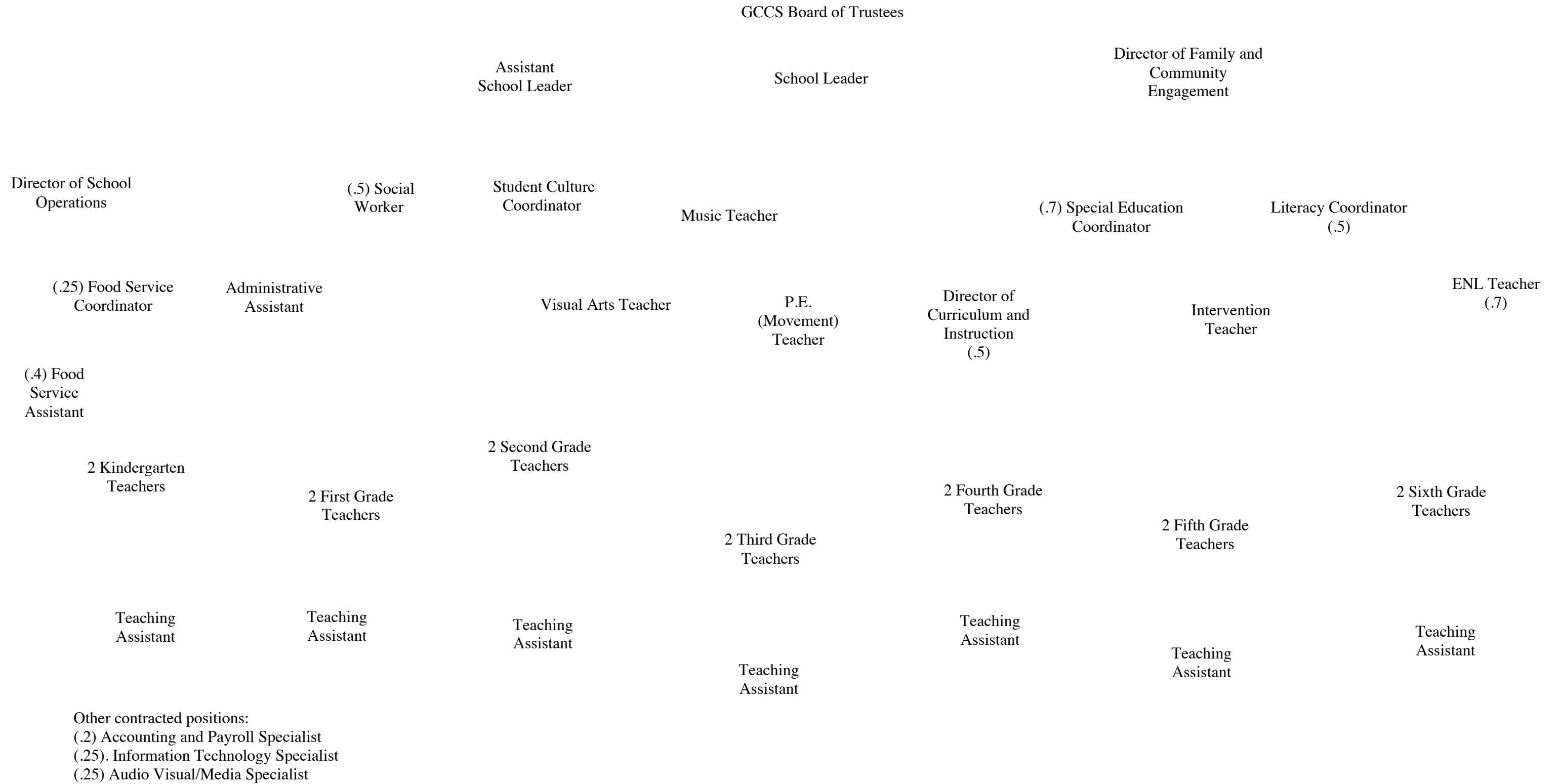
Voting in the negative: None

Abstaining: None

Motion 20230607.17 Passed: 8 to 0

Respectfully Submitted,
Tasha Stevens - Secretary of GCCS-River Board of Trustees
Scribe - Allison Shultes

Genesee Community Charter School Organization Chart 2022-23





Genesee Community Charter School

2023-2024 FINAL Calendar

Approved June, 2023

August 2023 <i>2 days, 8 hours</i>				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30*	31*	

September 2023 <i>20 days, 112 hours</i>				
M	T	W	Th	F
				1*
4	5*	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023 <i>21 days, 114 hours</i>				
M	T	W	Th	F
				6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023 <i>16 days, 90 hours</i>				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2023 <i>14 days, 77.5 hours</i>				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*NO RCSD BUSES (suburban residents check with district)

School Hours:
M, T, Th, F: 7:45 am - 2:45 pm
W: 7:45 am - 12:45 pm

Number of
Instructional Days: 181
988.5 Instructional Hours

1 Emergency Day

Additional Emergency Make Up Days:
3/29, 4/8, 5/24, 6/20, 6/21

January 2024 <i>21 days, 118.5 hours</i>				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024 <i>14 days, 79.5 hours</i>				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024 <i>20 days, 114 hours</i>				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024 <i>16 days, 91.5 hours</i>				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024 <i>21 days, 118.5 hours</i>				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024 <i>12 days, 65 hours</i>				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

August

- 7-29 Professional Development
- 28 Open House & Activities Fair
- 30 First Day of School for Gr 1-6 Kindergarten Screenings
- 30-31 12:45pm Dismissal (No buses) Kindergarten Screenings

September

- 1 12:45pm Dismissal (No buses) Kindergarten Screenings
- 4 Labor Day (School Closed)
- 5 Kindergarten Orientation (no buses)
- 6 First Full Day for Kindergarten

October

- 6 Professional Development
- 9 Indigenous People's Day (School Closed)

November

- 10 Veteran's Day (Observed)
- 20-21 Professional Development
- 22-24 Thanksgiving Recess
- 27-30 Exhibition Night Week

December

- 12 Family Conferences 11:45 am Dismissal (No Lunch)
- 21-29 Winter Recess

January

- 1 Winter Recess
- 15 Martin Luther King Day (School Closed)

February

- 7 Student Led Conferences 1pm - 5 pm
- 8 Student Led Conferences (Appointment ONLY)
- 15-16 Professional Development
- 19-23 February Recess

March

- 11-15 Exhibition Night Week
- 29 Professional Development

April

- 1-5 Spring Recess
- 8 Solar Eclipse (School Closed)

May

- 24 Professional Development
- 27 Memorial Day (No School)

June

- 6 Family Conferences 11:45 am Dismissal (No Lunch)
- 10-14 Exhibition Night Week
- 18 Last Day for Students 11:30 Dismissal
- 19 Juneteenth (No School)
- 20-21 Professional Development

Staff Only/No Students	School is Closed	Half Day for Conferences
First Day of School	Last Day Of School	Student-Led Conference Day

Part I: General Information and Fire/Life Safety History (complete annually)

Inspection Date

Note: Please insert the date the actual inspection took place.

Inspections shall be performed between July 1st and December 1st of the current school year.

1. Please indicate the primary use of this facility:

- STUDENT INSTRUCTION
- OTHER STUDENT USE

Please Specify:

2. Is there a fire sprinkler system in this facility?

YES NO

If 'yes', is the sprinkler alarm connected with the building alarm?

YES NO

3. Is there a fire hydrant system for facility protection?

YES NO

If YES, indicate ownership of system (select one):

_____ public owned
_____ school owned
other (please specify)

4. Indicate the ownership of this facility

- LEASED
- OWNED

5. What is the current gross Square footage of this facility?

(to the nearest whole ten feet)

6. Fire and Emergency Drills

- a. Per Section 807, paragraph 2 of the New York State Education Law entitled Fire and Emergency Drills, confirm that a copy of Section 807 has been printed and distributed as guidance to teaching staff as required _____ YES _____ NO
- b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1st and June 30th of the previous school year:

FIRE & EMERGENCY DRILLS

NOTE Eight (8) are required between September 1, and December 31
Eight (8) drills are required to be evacuation drills.
Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

d. Average time to evacuate this facility was: _____ minutes _____ seconds

e. Confirm that arson and fire prevention instruction was provided in accordance with Section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson and fire prevention; injury prevention and life safety for each month that school is in session.

_____ YES _____ NO

f. Confirm that employee fire prevention, evacuation and fire safety training was provided and records maintained are being maintained in accordance with Section F406 of the NYS Fire Code

_____ YES _____ NO

7. Have there been any fires in this facility since the last annual fire safety inspection report?

_____ YES _____ NO

a. If YES, indicate: _____ total number of fires

b. _____ total number of injuries

c. _____ total cost of property damage

8. If the fire alarm system was activated since the last fire safety inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?

_____ YES _____ NO

Part II: Nonpublic School Fire & Building Safety Non-Conformance Report Sheet

School Name _____ Building Name _____

Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected	Item #	Non-Conformance	Date Corrected
08A-2			14A-2			20A-1		
08B-2			14B-2			20B-1		
08C-2			14C-2			20C-1		
08D-2			14D-1					
08E-2			14E-1			21A-3		
09A-2			15A-2			22A-3		
09B-2			15B-1			22B-3		
09C-1			15C-2			22C-3		
09D-1			15D-2					
			15E-1			23A-1		
09F-2						23B-1		
09G-2			16A-2			23C-1		
			16B-2			23D-2		
10A-2			16C-2					
10B-2			16D-2			24A-3		
10C-1								
10D-1			17A-3			25A-1		
			17B-2			25B-1		
11A-2			17C-2			25C-1		
11B-1			17D-2					
11C-2			17E-1			26A-3		
11D-2			17F-3					
11E-1			17G-1					
			17H-2					
12A-1			17I-2					
12B-3			17J-1					
12C-2			17K-1					
12D-2			17L-1					
12E-1								
12F-1			18A-2					
12G-1			18B-2					
12H-1			18C-2					
12I-1			18D-2					
12J-1								
12K-1			19A-3					
12L-1			19B-2					
12M-1			19C-1					
12N-1			19D-1					
12O-2			19E-1					
			19F-1					
13A-2			19G-1					
13B-2			19H-2					

If any additional non-conformances are observed, check item 26A-3 and list the Code section below.

Inspector

The inspector has been provided with a copy of the previous year's school fire safety report:

Yes No

Part III: NonPublic School Certifications

All sections are required to be completed: Section III-A; III-B III-C & III-D

Section III-A Fire Inspection Method

Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?

Check appropriate box or boxes

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification

For additional information regarding these methods, please see: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid certification.

The individual noted below inspected this building on 8/11/22 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: Thomas Tundo Title: INSPECTOR

Signature: [Signature] Date: 8/11/22

Inspector's Organization: ROFD

Inspector's Telephone #: (585) 429-3685 Inspector's Email: _____

Inspector's Code Enforcement Certification # 1211-0343
(as assigned by the NYS Department of State)

Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village

Name of Local/Municipal Code Enforcement Office: _____
Address: _____

Name of contact person: _____ Title: _____
Telephone #: _____ Email address: _____

Section III-D School or Building Administrator, Director, or Headmaster

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.

Name: Shannon Hillman Title: School Leader

Signature: [Signature] Telephone #: 585-697-1960

Email: shillman@gckschool.org



CITY OF ROCHESTER

CERTIFICATE NO.: 83901
DATE ISSUED: AUGUST 11, 2014
EXPIRATION: NOT APPLICABLE
LEGAL USE: SCHOOL

CASE NO.: 542407
PERMIT: 1125708
SBL NO: 1214300001016000000

**CERTIFICATE OF OCCUPANCY
(PARTIAL)**

PROPERTY LOCATION: 0014-22 S GOODMAN ST

This is to certify that the above property may be legally occupied in the following manner:

**BRICK 2 STORIES
CERTIFICATE FOR ADDITION OF EAST SIDE OF THE CHARTER SCHOOL (2,250 SQUARE FEET)**

This Certificate is issued and based on the application made by:

ROCH MUSEUM & SCIENCE CEN, (OWNER), ON AUGUST 8, 2013

The Certificate of Occupancy remains in effect from the date of issuance until the expiration date noted above, unless sooner terminated by the occurrence of any of the events enumerated in Section 90-16A(2) of the City Code and must be renewed, if applicable, no later than the expiration date of this Certificate.

This is to certify that the above property conforms to issued building permits and substantially conforms with the requirements of the following codes of the City of Rochester: Zoning Ordinance, Building Code, Property Code, and, where applicable, the N.Y.S Multiple Residency Law.

CODE COMPLIANCE COORDINATOR

NOTICE AND DISCLAIMER

PROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE HIDDEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS. IN ADDITION, THE CITY MAKES NO REPRESENTATION, CERTIFICATION OR GUARANTEE TO ANY PERSON OR ENTITY, AND ASSUMES NO LIABILITY FOR REAL OR CLAIMED FAILURE TO OBSERVE OR CITE ANY DEFECTS, WHETHER HIDDEN OR OBVIOUS, IN CONJUNCTION WITH ANY INSPECTION REQUISITE FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY. PROPERTY INSPECTIONS MAY RESULT IN CERTAIN DEFICIENCIES BEING NOTED BUT NOT CITED AS VIOLATIONS BASED ON THEIR CATEGORIZATION AS MINOR IN NATURE. CITY INSPECTIONS ARE DONE TO PROMOTE THE HEALTH, SAFETY AND WELFARE OF THE PUBLIC AS A WHOLE. BY ENHANCING THE CITY'S HOUSING STOCK AND RESIDENTIAL NEIGHBORHOODS.

LENDERS AND PURCHASERS ARE STRONGLY ENCOURAGED TO CONSULT INDEPENDENT INSPECTORS.

EEO Employer/Handicapped



CITY OF ROCHESTER

CERTIFICATE NO.: 56153
DATE ISSUED: AUGUST 10, 2001
EXPIRATION: NOT APPLICABLE
LEGAL USE: CHARTER SCHOOL

AUG 20 2001

CASE NO.: C-21

CERTIFICATE OF OCCUPANCY

PROPERTY LOCATION: 0014-22 S GOODMAN ST

This is to certify that the above property may be legally occupied in the following manner:

TYPE 2B 2 STORIES C5.5
BASEMENT, FIRST AND SECOND FLOOR - CHARTER SCHOOL
(GENESEE COMMUNITY)
8,715 SQ. FT.

This Certificate is issued and based on the application made by
JOSEPH GRAVES, (OWNER'S AGENT), ON APRIL 18, 2001

The Certificate of Occupancy remains in effect for a period of five years from the date of issuance unless otherwise noted and must be renewed not later than the expiration date of this Certificate.

This is to certify that the above property conforms to issued building permits and substantially conforms with the requirements of the following codes of the City of Rochester: Zoning Ordinance, Building Code, Property Code, and, where applicable, the N.Y.S. Multiple Residency Law.

ADMINISTRATOR OF CODE COMPLIANCE

DEPUTY COMMISSIONER/
DIRECTOR OF BUILDINGS AND ZONING

NOTICE AND DISCLAIMER

PROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE HIDDEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS. IN ADDITION, THE CITY MAKES NO REPRESENTATION, CERTIFICATION OR GUARANTEE TO ANY PERSON OR ENTITY, AND ASSUMES NO LIABILITY FOR REAL OR CLAIMED FAILURE TO OBSERVE OR CITE ANY DEFECTS, WHETHER HIDDEN OR OBVIOUS, IN CONJUNCTION WITH ANY INSPECTION REQUISITE FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY. PROPERTY INSPECTIONS MAY RESULT IN CERTAIN DEFICIENCIES BEING NOTED BUT NOT CITED AS VIOLATIONS BASED ON THEIR CATEGORIZATION AS MINOR IN NATURE. CITY INSPECTIONS ARE DONE TO PROMOTE THE HEALTH, SAFETY AND WELFARE OF THE PUBLIC AS A WHOLE, BY ENHANCING THE CITY'S BUSINESS STOCK AND RESIDENTIAL NEIGHBORHOODS. LENDERS AND PURCHASERS ARE STRONGLY ENCOURAGED TO CONSULT INDEPENDENT INSPECTORS.
