

True North Rochester Prep Charter School  
Board of Trustees Meeting - Minutes  
May 30, 2018

The meeting was called to order by Mr. Rosenberger at 12:00 pm.

**Roll Call**

The roll call was taken and a quorum was found present.

Trustees Present: Geoffrey Rosenberger  
James Ryan  
Rebecca Sumner  
Ron Zarrella  
Ebony Miller-Wesley  
James Costanza  
Josh Phillips

Trustees Absent: James Gleason  
James Barger  
Jean Howard

Also Present:

Paul Powell	Assistant Superintendent, Uncommon Schools Rochester
John Claypool	Associate Chief Operating Officer, Uncommon Schools Rochester
Anna Hall	Chief Operating Officer, Uncommon Schools Rochester, Troy, and Boston
Christy Hendler	Director of Strategic Initiatives, Uncommon Schools Rochester
Eric O'Connor	Regional Director of Special Projects, Uncommon Schools Rochester
Shane Dunn	Director of Advancement Strategy and Regional Development, Uncommon Schools (via videoconference)
Patrick Pastore	Principal, Rochester Prep Middle School
Tocarra Hughes	Director of Operations, Rochester Prep Middle School
Christina Schermerhorn	Regional Schools Coordinator, Uncommon Schools Rochester and Troy

## **Approval of Minutes**

The following motion was made to approve the minutes from the March 21, 2018 meeting.

Motion: Rebecca Sumner  
Second: Jim Ryan  
Vote: Approved unanimously

## **Public Comment**

No public comments were made.

## **Brooks Campus Update**

Tocarra Hughes and Patrick Pastore shared that a top goal for the RPMS campus was to improve staff culture this year. To accomplish this goal, they developed an action plan that included rallying and retraining Instructional Leaders with a brand new "IL Team," onboarding a new Dean of Students, and executing a carefully-planned staff culture kickoff during August Professional Development. These efforts proactively engaged staff in building the new culture at the school. Additionally, four new teacher-led committees were created (Student Academic Incentives, Staff Culture, Student Performance, and Student Events) to lead important school initiatives. This committee work was embedded into the regular school schedule. The latest staff survey results showed significant gains in staff morale and satisfaction.

Several metrics pertaining to student outcomes were shared with the board, including the latest round of interval assessment data and a comparison of the student suspension rate vs. the prior year.

The school leaders discussed the importance of building upon the positive momentum during the next school year. Finally, they closed the presentation by sharing that a greater percentage of teachers are choosing to return to Brooks Middle School next year.

## **High School Facility**

Anna Hall shared that several board members met with Ahkilah Johnson, Uncommon Schools' Senior Director of Real Estate and Facilities, to discuss potential building sites for the high school. As an outcome of that meeting, Anna and Ahkilah recommend forming a board committee to select the lead options and determine which due diligence activities to pursue.

Geoffrey Rosenberger commented that the available building options come at a high price tag and have various pros and cons. He communicated that the high school will remain at Lake Ave. for the 2018-19 school year and then may move to the building on Andrews Street for the 2019-20 and 2020-21 school years. An implication of this plan is that the launch of Middle School 3 may be delayed for three years. Geoff agreed on the need for the high school facility committee and noted

that he, Ron Zarrella, and Jim Ryan will serve on the committee. Any other Board member interested in joining this committee was instructed to email Mr. Rosenberger.

### **Student Recruitment Update**

Christy Hendler updated the Board on the status of student recruitment, noting application counts, enrollment counts, and waitlists, concluding that the schools are essentially on par with where these figures were last year. She provided pre- and post-lottery updates and suggested that GoodSchoolsRoc may be having an impact on when we receive our applications.

The Board discussed GoodSchoolsRoc holistically, and Christy shared that all participating schools opted to continue GoodSchoolsRoc for the next school year.

### **Finance Update**

Ron Zarrella and Anna Hall updated the Board on Rochester Prep's finances. The Q3 numbers relative to Q2 became considerably better in large part because of federal funding payments. As a result, Rochester Prep's projected surplus for the 2017-18 school year increased. Mr. Zarrella noted that the Finance Committee recently reviewed the proposed 2018-19 budget, which continues to use a conservative approach relative to these funds. He suggested that the board should discuss the intended use of budget surpluses at a future meeting. The current thinking is that surplus money will be necessary to fund a high school building.

There was a motion to approve the proposed 2018-19 budget.

Motion: Jim Ryan  
Second: Rebecca Sumner  
Vote: Approved unanimously

### **Auditor Vote**

Anna Hall reminded the Board that Rochester Prep is required by law to have an audit every year. The Board hires the auditor to perform the audit and therefore must be hired by motion.

There was a motion to approve Mengel, Metzger, Barr & Co. LLP as auditors for Rochester Prep.

Motion: Jim Ryan  
Second: Rebecca Sumner  
Vote: Approved unanimously

### **Memorandum of Understanding**

Geoffrey Rosenberger explained that Memorandums of Understanding are designed every five years in line with the Rochester Prep charter renewals. A revision to the MOU was shared with the Board

as pre-reading. Mr. Rosenberger noted that several more minor changes need to be made and asked that the Board appoint him to negotiate the final agreement.

There was a motion to give Geoffrey Rosenberger the authority to negotiate a revision to the MOU on behalf of the Board.

Motion: Ron Zarrella

Second: Jim Costanza

Vote: Approved unanimously, Geoffrey Rosenberger abstained

### **Employee Handbook**

A summary sheet of the proposed changes to the employee handbook was shared with the Board. Anna Hall highlighted a new policy change regarding paying out unused personal days. For full time staff members who fulfill yearlong contracts, an attendance bonus in the amount of \$100/day will be offered, when financially possible, to those staff members who demonstrate good attendance and do not use their allotted days. Should staff members transition prior to the end of the school year, they will forfeit any unused accrued paid time off.

There was a motion to approve all of the recommended changes to the Employee Handbook.

Motion: Jim Ryan

Second: Ron Zarrella

Vote: Approved unanimously

### **Emergency Conditional Clearance**

Anna Hall reminded the Board that staff members need to be fingerprinted before they can begin working in our school buildings. The Board is able to delegate the authority to provide emergency conditional clearance in rare cases to staff who are brought on with short notice. Staff receiving emergency conditional clearance must sign a document attesting that they have not committed a crime and complete the fingerprinting process before a deadline.

There was a motion to delegate the Board Chair's authority to recommend an employee for emergency conditional clearance to the Associate Chief Operating Officer (ACOO).

Motion: Jim Ryan

Second: Ron Zarrella

Vote: Approved unanimously

There was a motion to delegate to the ACOO the Board's authority to renew Emergency Conditional Appointments every 20 business days as needed, after proper review.

Motion: Rebecca Sumner  
Second: Jim Ryan  
Vote: Approved unanimously

### **Board Member Elections**

There are five Board members whose terms are expiring June 30<sup>th</sup>: Jim Gleason, Jean Howard, Rebecca Sumner, Ron Zarrella, and Josh Phillips.

Jim Gleason had informed Geoffrey Rosenberger that he does not intend to renew his term. Mr. Rosenberger shared the Board's deep appreciation to Jim Gleason for his immeasurable contributions to this organization.

There was a motion to renew the terms of Jean Howard, Rebecca Sumner, Ron Zarrella, and Josh Phillips.

Motion: Jim Ryan  
Second: Geoffrey Rosenberger  
Vote: Approved unanimously

As a result of Jim Gleason's departure, the Board will now consist of 9 members instead of 10.

### **Annual Officer Elections**

The current Officer positions are as follows:

- Chair: Geoffrey Rosenberger
- Vice Chair: Rebecca Sumner
- Finance Chair: Ron Zarrella

There was a motion to renew the current Officers' positions for the 2018-19 school year.

Motion: Josh Phillips  
Second: Geoffrey Rosenberger  
Vote: Approved unanimously

### **Committees for 2018-2019**

The proposed Committee assignments for the 2018-19 school year are as follows:

Finance Committee:

- Ron Zarrella (Chair)
- Jim Ryan
- Rebecca Sumner
- Jim Barger
- Geoff Rosenberger

Development Committee:

- Jim Ryan (Chair)
- Geoff Rosenberger
- Ron Zarrella
- Jim Barger

Academic Committee:

- Rebecca Sumner (Chair)
- Jean Howard
- Geoff Rosenberger
- Ebony Miller-Wesley
- Jim Costanza

There was a motion to approve these committee assignments.

Motion: Rebecca Sumner  
Second: Ron Zarrella  
Vote: Approved unanimously

### **Comptroller Audit Update**

Anna Hall updated the Board that a comptroller audit is in progress and that there is currently no information available on any auditor findings. In initial meetings with auditor, several questions revolved around IT security. This prompted Geoffrey Rosenberger to ask Anna Hall to provide an update to the Board on the state of Rochester Prep's cybersecurity.

### **Cybersecurity**

At Mr. Rosenberger's request, Anna Hall updated the Board on the state of cybersecurity at Rochester Prep. There is an IT team and Technology Team within Uncommon who manage the IT vendor, mindSHIFT. Anna shared the top five security concerns for schools generally (link security, unknown devices, out of date technology, user error, and no backup) and explained proactive efforts the Rochester Prep schools and mindSHIFT already undertake to manage these as best as possible.

### **Meeting adjourned**

There was a motion to adjourn the meeting.

Motion: Jim Ryan  
Second: Ron Zarrella  
Vote: Approved unanimously

Time: 1:47 pm