

True North Rochester Prep Charter School
Board of Trustees Meeting Minutes
Tuesday, June 21, 2022

2021-2022 Uncommon Schools Rochester Prep Board Meeting # 5

Roll Call

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

Trustees Attending Remotely:

Joshua Phillips
Rebecca Sumner
Langston McFadden, Esq

Location: Hybrid
RPHS/Zoom

Trustees In-Person:

Geoffrey Rosenberger, Chair
Ron Zarrella
James Costanza
James Ryan

Trustees Absent:

Ebony Miller-Wesley
Carlos Carballada

Present Remotely:

Christy Carvalho	Director of Finance, Uncommon Schools, Inc
Chris Ahn	Finance Manager, Uncommon Schools Inc
Paul Powell	Assistant Superintendent, Uncommon Schools Rochester
Tara Marlovits	Chief External Officer, Uncommon Schools, Inc.
Maya Roth Bisignano	Assistant Superintendent, USI
John Powell	Sr. Director. of Financial Mgmt., USI
Thomas Bennington	Sr. Project Manager, DBI
Sarah Danzig Simon	Senior Director of Development, USI

Present In-person:

Christie Raymo	Director of Development, Uncommon Schools Rochester
Tocarra Hughes	Regional Senior Director, Uncommon Schools Rochester
Chantal Phillips	Regional External Affairs Associate, Uncommon Schools Rochester

The meeting was called to order at 10:00 am by Board Chair Geoffrey Rosenberger.

Public Comment

No public comments were made.

Approval of March 2022 Minutes

With the correction of James Ryan's title, the following motion was made to approve the minutes from the March 16, 2022 meeting.

Motion: Geoffrey Rosenberger

Second: James Ryan

Vote: Approved unanimously

Approval of June 2022 Special Meeting Minutes

The following motion was made to approve the minutes from the June 14, 2022 meeting.

Motion: Geoffrey Rosenberger

Second: James Ryan

Vote: Approved unanimously

Audit Committee Update

Audit Chair, Ron Zarrella, provided an overview of the audit plan for the 2022-2023 school year. Mr. Zarrella expressed that the structure and procedures will be the same as previous years.

Finance Committee- Trustee Ron Zarrella

Ron Zarrella, Chair, Finance Committee provided an overview of the Rochester Prep 2022-2023 budget, recommending its approval. Christy Carvalho, Director of Finance provided the Board with in-depth details of next school year's budget highlighting, major revenue drivers such as ESSER Funds, Core Aide; and expense drivers such as the new Uncommon Schools compensation model. Additionally, Christy shared FY23 capital projects plans and cash flow projections.

Approval of 2022- 2023 Budget

The following motion was made to approve the 2022- 2023 school Budget.

Motion: Ron Zarrella

Second: James Ryan

Vote: Approved unanimously

Proposed Board of Trustees 2022-2023 Meeting Dates

It was found that several board members had schedule conflicts with the proposed 2022-2023 Board of Trustees meeting dates. Consequently, Geoffrey Rosenberger declared that there will be revisions made to the schedule, and the Board will vote and approve them through method of email later.

Facilities Committee- Trustee Ron Zarrella

Facilities Committee Chair, Ron Zarrella shared an update on topics discussed by the Facilities Committee. Additionally, Mr. Zarrella shared the details of the 2022 Summer Capital Projects Plan.

Thomas Bennington from DBI provided an update on the construction project for the Rochester Prep High School Athletic Field Project.

Approval of 2022 Facilities Summer Project Plan

The following motion was made to approve the 2022 Summer Capital Projects Plan and cost.

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

Special Items: Approval of District Safety Plan

Trustees discussed the proposed District Safety Plan. Board Chair Geoff Rosenberger highlighted the importance of anti-intrusion film on ground level windows at school buildings, noting that it is a high priority for the upcoming school year. Tocarra Hughes shared that Uncommon Schools is currently vetting security vendors to conduct security assessments. The following motion was made to approve the District Safety Plan.

Motion: Geoffrey Rosenberger
Second: James Constanza
Vote: Approved unanimously

Special Items: Approval of Student & Family Handbook - Trustee Chair, Geoff Rosenberger

The following motion was made to approve the Student and Family Handbook.

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

Special Items: Approval of Employee Handbook -Trustee Chair, Geoff Rosenberg

The Board of Trustees recommended that Rochester Prep considers updating language in the handbook to reflect neutral pronouns consistently throughout the document. Additionally, board members are seeking clarity regarding clauses pertaining to the ownership of employee created intellectual property.

The Board of Trustees motioned to conditionally approve the newly revised Employee Handbook except for the provisions governing school property and communications until that provision can be discussed with Uncommon Schools.

Motion: Langston McFadden

Second: Geoff Rosenberg

Vote: Approved unanimously

Academic Update- ASUP, Paul Powell

Assistant Superintendent, Paul Powell, presented on the Rochester Prep 2022-2023 organizational priorities and goals. Emphasizing the plan to intensely accelerate the learning process to meet grade span goals by end of the school year. Mr. Powell provided an update on persistence rates and new efforts to support alumni. Lastly, Mr. Powell shared Rochester Prep's strategic plan to improve attendance rates.

Compliance Update- Regional Senior Director Tocarra Hughes

Regional Senior Director, Tocarra Hughes, presented on health and safety updates emphasizing the plan for the 22-23 school year.

Development Committee Meeting Update- Trustee James Ryan

Development Committee Chair, James Ryan presented on recent development efforts and activity.

2022-2023 Board Committee Participation

The following motion was taken to appoint membership to the Board's committees as follows:

2022-2023 Committee Terms		
Committee	Member	Office
Academic	Rebecca Sumner	Committee Chair
	Jim Costanza	
	Ebony Miller- Wesley	
	Geoff Rosenberger	
Audit	Ron Zarrella	Committee Chair
	Ebony Miller- Wesley	
	Jim Ryan	
	Geoff Rosenberger	
Development	Rebecca Sumner	
	Jim Ryan	Committee Chair
	Jim Costanza	
	Rebecca Sumner	
	Geoff Rosenberger	
Facilities	Ron Zarrella	
	Jim Ryan	Committee Chair
	Jim Costanza	
	Langston McFadden	
	Geoff Rosenberger	
Finance	Ron Zarrella	Committee Chair
	Langston McFadden	
	Ebony Miller- Wesley	
	Geoff Rosenberger	
	Jim Ryan	
	Rebecca Sumner	

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

Executive Session

The Board went into executive session at 11:44AM.

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

Executive Session ended at 11:55 AM

2022-2023 Board Terms and Officers

The following motion was taken to appoint to the following trustees to the Board for a three (3) year term: Geoffrey Rosenberger, Rebecca Sumner

Motion: Ron Zarrella

Second: Jim Ryan

Vote: Approved unanimously

The following motion was taken to appoint to the following trustees as officers of the Board for a one (1) year term: Geoffrey Rosenberger, Chair of the Board; Rebecca Sumner, Vice Chair of the Board; Ron Zarrella, Treasurer and Finance Chair of the Board.

Motion: Jim Ryan

Second: Langston McFadden

Vote: Approved unanimously

Meeting adjourned

There was a motion to adjourn the meeting.

Motion: Jim Costanza

Second: Ron Zarrella

Vote: Approved unanimously

The meeting concluded at 12:10 PM.