

**The Genesee Community Charter School Flour City Campus
Board of Trustees & Education Governance Council Meeting**

FLOUR CITY CAMPUS: Approved Meeting Minutes

October 19, 2023 | 5:30pm

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

Board Members Present: Kendra Cadogan*, Maria Oliver, Colin Orr, Kevin Sutherland, Allison Shultes

Board Members Absent: Ashara Baker, Tasha Stevens, Annemarie Wess*

Board Vacancies: RMSC Representative (1)

Educational Governance Council Members Present: Andre Dixon*, Shannon Hillman*

Educational Governance Council Absent: Christine Farrell

Guests: Robin Blew (Accounting & Payroll Specialist), Melinda Perez (Heveron & Company), Nilda Nieves

Legal Counsel Present:

Legal Counsel Absent: Kirsten Barclay

NOTE: * indicates that person participated remotely via ZOOM.

REGULAR AGENDA ITEMS

1. Welcome, Welcome Guests, Call to Order, Roll Call (Greeting), Review Meeting Logistics, Agenda Review and Approval

- Welcome all
- Welcome Guests
- Call to Order: Colin Orr called the meeting to order at 5:32pm.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

Motion 20231019.1

Upon motion of Colin Orr and duly seconded by Kevin Sutherland, RESOLVED, that the October 19, 2023 Agenda for the GCCS Flour City Campus Board of Trustees Meeting be approved.

Voting in the affirmative: Kendra Cadogan*, Maria Oliver, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.1 Passed: 5 to 0

2. Review & Approve Minutes

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

Motion 20231019.2

Upon motion of Colin Orr and duly seconded by Allison Shultes, RESOLVED, that the Meeting Minutes from the September 14, 2023 GCCS Flour City Campus Board of Trustees Meeting be approved.

Voting in the affirmative: Kendra Cadogan*, Maria Oliver, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.2 Passed: 5 to 0

Motion 20231019.3

Upon motion of Colin Orr and duly seconded by Allison Shultes, RESOLVED, that the Meeting Minutes from the October 2, 2023 GCCS Flour City Campus Executive Committee Meeting of the Board of Trustees be approved.

Voting in the affirmative: Kendra Cadogan*, Maria Oliver, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.3 Passed: 5 to 0

3. Financial Report - August Financial & 2023 Audit Report

August Financial Updates for GCCS Flour City - Robin Blew

Robin reviewed the August 31, 2023 summary sheet and the balance sheet. Robin noted that there is a significant change in the fixed assets line which will be reviewed during the audit.

2023 Audit Report - Heveron & Company

Melinda Perez presented the Board with a Summary of the Audit and shared why audits happen (necessary to be in compliance with NYS Department of Education), manage risks within an organization, and make recommendations on improvements. The audit for Flour City is different from River Campus as it was required by New York State to audit the school from inception. The audit covers the period of September 27, 2021 (inception) to June 30, 2023.

A clean audit was reported and includes a review of controls and procedures which are believed to be good. No material weaknesses (serious control deficiencies) were identified. Updates on last year's recommendations were shared, continued recommendations were updated and new recommendations were made for this year. Written procedures should be occurring as written in practice. Of note in the Required Communications there is a new presentation and disclosures for right-of-use asset and lease liabilities due to the new lease standard in effect for the year ending June 2023 which requires leases longer than one year be represented as Right-of-Use Assets on the financial statements.

Motion 20231019.6

Upon Motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to approve the audit for the GCCS - Flour City Campus as presented by Heveron & Company.

Voting in the affirmative: Kendra Cadogan*, Maria Oliver, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.6 Passed: 5 to 0

4. Executive Director Update: ED Goal Updates- Shannon Hillman

ED Goal Updates:

- Shannon shared a new chart outlining her yearly goals as a color-coded progress report. It outlines goals from the organizational work plan, identifies monthly actions related to each goal and illustrates that the foundational work for these goals has been completed and routines and best practices for her work and the Leadership Team's have been established.

5. Committee Updates - Committee Assignments

Committee Assignments - Colin Orr

The Board reviewed current Committees (both Board designated and School run) to review committee members assignments and to make new assignments as needed given Board member changes. The goal of this is to ensure that all committees are fully "staffed" and chaired.

- Discipline:** No report
- Governance: Board Member Openings & Flour City Chair Approval** - Shannon
This is on hold until the next meeting as a quorum was no longer present.
- Personnel: ED Evaluation Tool & Process Revision** -Shannon

ED Evaluation Tool & Process Revision

BreakThrough LEadership has been working with the Personnel Committee to take feedback from the last ED evaluation and compared that up to the job description, reflections sections for both the ED and Personnel Committee to use. The biggest difference to the tool is the addition of a clear timeline for the process of this evaluation to begin earlier in the year. The tool is linked into the Agenda and Board members are invited to share feedback to Colin Orr.

Approval of this tool has been moved to the November meeting agenda as a quorum was no longer present.

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

OUTSTANDING BUSINESS

6. None.

OTHER NEW BUSINESS

7. None.

EXECUTIVE SESSION

8. Executive Session was called at this meeting to discuss the audit.

Motion 20231019.4

Upon Motion of Colin Orr, and duly seconded by Allison Shultes, RESOLVED, to enter into Executive Session.

Voting in the affirmative: Kendra Cadogan*, Maria Oliver, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.4 Passed: 5 to 0

Motion 20231019.5

Upon Motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to exit Executive Session.

Voting in the affirmative: Kendra Cadogan*, Maria Oliver, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.5 Passed: 5 to 0

OPEN FORUM

9. Future Agenda Topics/and or Public Comment

Colin opened the meeting up to public comment at 8:22pm. No public comments were made.

Future Agenda Topics:

- ED Evaluation Tool Approval
- Flour City Board Chair Approval

MEETING WRAP-UP

10. Review Actions & Agreements - Allison Shultes

Adjournment:

Motion 20231019.7

Upon Motion of Kevin Sutherland, and duly seconded by Charlie Johnson, RESOLVED, that this meeting of the GCCS Flour City Campus Board of Trustees be adjourned at 8:25pm.

Voting in the affirmative: Maria Oliver, Colin Orr, Kevin Sutherland, Allison Shultes

Voting in the negative: None

Abstaining: None

Motion 20231019.7 Passed: 4 to 0

Respectfully Submitted,
Allison Shultes
Secretary of GCCS Flour City Campus Board of Trustees