

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

FLOUR CITY CAMPUS: FINAL Meeting Minutes

February 9, 2023 | 5:30 pm

1100 South Goodman Street, Strong Hall, Room 211 ("The Grist Mill")

Board Members Present: Michele Hannagan, Jessica Winterhalt Wanner, Allison Shultes, Tasha Stevens (arrived 5:49pm), Kevin Sutherland

Board Members Absent: Annemarie Wess, RMSC VACANT SEAT, Community Rep VACANT SEAT

Educational Governance Council Members Present: Shannon Hillman, Christine Farrell

Educational Governance Council Absent: VACANT STAFF SEAT

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

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**.

A * indicates participating via Zoom.

This meeting was recorded and is available for public viewing.

1&2. Welcome, Call to Order, Greeting, Agenda Overview:

- Michele Hannagan called the meeting to order at 5:36 pm. A quorum was present at the beginning of the meeting.
- Welcome to Allison Shultes as an "fully seated" member of this Board as per an email from SUNY.
- Welcome activity

3. Review & Approve Minutes:

The minutes from the January 26, 2022 meeting were reviewed.

Motion 20230209.1

Upon motion of Jessica Winterhalt Wanner, and duly seconded by Allison Shultes, RESOLVED, that the January 26, 2022 minutes be approved.

Voting in the affirmative: Michele Hannagan, Jessica Winterhalt Wanner, Allison Shultes, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230209.1 passed: 4 to 0

4. Finance:

- A. Reviewed the FC-YTD Financial Report for the month ending December, 2022 - no concerns or issues raised.
 - a. Enrollment is still below full capacity. A couple of students have left, but two new students will be starting in the next week or two.
 - b. Food Service funds are being brought up to date. Because we are a new school we are under review.
 - c. CSP has been approved for year two. We should be getting the first 20% soon.
- B. Balance Sheet - Because of timing issues it looks like we are not in great shape, but January billings have already come in and this will look a lot more balanced next month. This is not a concern. The Bridge Loan and other topics will be discussed at the Finance Committee meeting in March or April.
- C. Credit Card - Chris Dolgos, as the new Director of instruction and Curriculum should have a credit card, with his name on it, that allows him to charge items to the school's account. The minutes from the January 26, 2022 meeting were reviewed.

Motion 20230209.2

Upon motion of Michele Hannagan, and duly seconded by Jessica Winterhalt Wanner, RESOLVED, that a credit card for this school's credit card account be issued in the name of Chris Dolgos for his use in his role as the Director of Curriculum and Instruction.

Voting in the affirmative: Michele Hannagan, Jessica Winterhalt Wanner, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230209.2 passed: 5 to 0

5. Leadership Update - Shannon Hillman

- A. Recruitment
 - a. As noted earlier there have been a couple of students who have left. Shannon explained that this is "normal" and not a cause for concern.
 - b. Shannon, Christine, and Kemouy are working to be sure that the two campuses are not competing against each other, but are being transparent and open. This has come up recently when one family indicated a desire to switch from one campus to the other ... this is not an automatic and often will not work out.
 - c. The Lottery for the 2023-24 school year happens in April. There was discussion that no new offers to parents will be made after the beginning/middle of March.
 - i. Applications to be in the coming lottery were accepted beginning December 1, 2022 and we already have 119 applications for our Flour City campus school.
 - d. The Head Start recruiting event was canceled because of the weather and has not been rescheduled.
 - e. Several parents have asked for flyers because they are actively recruiting other families for our school.
- B. Mid-year review with EL - TIME TO CELEBRATE!!
 - a. iReady Scores from the Fall of 2022 compared to now
 - i. Big improvement in reading scores in all grades
 - ii. Big improvement in math scores in all grades
 - iii. There will be one more iReady evaluation in the Spring
 - b. They had focus groups with each class which gave students the opportunity to give feedback.
 - c. There were other evaluations to identify specific instructional needs.

6.Committee Updates - Committees will be reviewed and their charters will be drafted so that each committee has a clear understanding of the purview and focus.

- A. **Nominating** - no report
- B. **Personnel** - the TA in first grade has left. There is a person who has been subbing on a regular basis who is being recommended for filling this position.

Motion 20230209.3

Upon motion of Jessica Winterhalt Wanner, and duly seconded by Michele Hannagan, RESOLVED, that Timothy Benedict be hired as a 1.0 FTE 10 Month Teaching Assistant at a Salary of \$35,200 per year, plus benefits beginning immediately.

Voting in the affirmative: Michele Hannagan, Jessica Winterhalt Wanner, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230209.3 passed: 5 to 0

C. Facilities -

- a. Architectural plans for a Single Use Student Restroom on the ground floor to meet code requirements. Concern was expressed regarding the cost given this year's tight budget, and whether this project can be pushed off until next year. The answer is that the bathroom is required for the opening of grade 3 in the Fall of 2023. The two current bathrooms are barely adequate for the number of students we currently have and are regularly used to capacity.
 - i. Hanlon Architects (this firm works with the property owner) - interested in submitting a bid.
 - ii. Bergman Associates - they have not responded
 - iii. LaBella Architects (they did the initial renovations for the school) - They are the firm being recommended unless a lower bid comes arrives in the next two weeks.

Motion 20230209.4

Upon motion of Kevin Sutherland, and duly seconded by Michele Hannagan, RESOLVED, that LaBella Architects be hired to draft the architectural plans for the single use student restroom on the first floor. Further, if a bid from another architectural firm is received before Feb 24, 2023 which is less than \$21,500, it will be considered. The Executive Director and Site Director will make the final decision on which firm to use.

Voting in the affirmative: Michele Hannagan, Jessica Winterhalt Wanner, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230209.4 passed: 5 to 0

b. Grade Level Expansion

- i. LaBella, who did our original renovations, has said they are not interested in bidding on this new project due to the Historic Preservation designation of this section of the building.
- ii. Hanlon Architecture (this firm works with the property owner) - has submitted a proposal.
- iii. Bergman Associates did not respond

Motion 20230209.5

Upon motion of Jessica Winterhalt Wanner, and duly seconded by Allison Shultes, RESOLVED, that Hanlon Architecture be hired to draft the architectural plans for the grade level expansion on the second floor, for \$17, 250.

Voting in the affirmative: Michele Hannagan, Jessica Winterhalt Wanner, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230209.5 passed: 5 to 0

D. Wellness Plan Policy - This is required as part of our food service program.

- a. Wellness Committee
- b. Physical Activities
- c. Eat Healthy
- d. Students get outside
- e. School Nurse

Motion 20230209.6

Upon motion of Michele Hannagan, and duly seconded by Jessica Winterhalt Wanner, RESOLVED, that the Flour City Student Wellness Policy, as presented, be approved..

Voting in the affirmative: Michele Hannagan, Jessica Winterhalt Wanner, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230209.6 passed: 5 to 0

7. Future Agenda Topics and Public Comment

- A. End of Year celebration - an opportunity to say thank you to all those who led us to this moment.
 - a. Across both schools?
 - b. Recruitment opportunity?
 - c. other?

Adjournment

Motion 20230209.6

Upon motion of Michele Hannagan, and duly seconded by Allison Shultes, RESOLVED, that this meeting be adjourned.

Voting in the affirmative: Michele Hannagan, Jessica Winterhalt Wanner, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230209.6 passed: 5 to 0

Respectfully Submitted,
Tracy Walker - Note taker
Tasha Stevens - Board Secretary

Next Meetings - all meetings are held from 5:30-6:30 pm in Room 211 of the GCCS-FC Campus at 1100 South Goodman St.

Mar. 23, 2023

Apr. 27, 2023

May 11, 2023

June 8, 2023 5:00-6:00 pm