

**The Genesee Community Charter School at RMSC
Board of Trustees & Education Governance Council Meeting**

FLOUR CITY CAMPUS: FINAL Meeting Minutes

February 21, 2024 | 5:30pm

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

GCCS at Flour City Board Members: Ashara Baker, Kendra Cadogan, Maria Oliver, Tasha Stevens, Annemarie Wess, Allison Shultes, Colin Orr

Board Members Present: Ashara Baker, Kendra Cadogan, Maria Oliver*, Allison Shultes, Colin Orr, Tasha Stevens, Annemarie Wess*

Board Members Absent:

Board Vacancies:

RMSC Representative (1)

Educational Governance Council Members: Shannon Hillman, Christine Farrell

Present: Shannon Hillman

Absent: Christine Farrell

Guests:

- Robin Blew (Accounting & Payroll Specialist)

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 & Welcome Guests
- Call to Order: Colin Orr called the meeting to order at 5:34 pm.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

Motion 20240221.1

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, that the February 21, 2024 Agenda for the GCCS Flour City Board of Trustees Meeting be approved.

Voting in the affirmative: Ashara Baker, Kendra Cadogan, Maria Oliver*, Allison Shultes, Colin Orr, Tasha Stevens

Voting in the negative: None

Abstaining: None

Motion 20240221.1 Passed: 6 to 0

2. Review & Approve Minutes

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

Motion 20240221.2

Upon motion of Colin Orr, and duly seconded by Allison Shultes, RESOLVED, that the Meeting Minutes from the January 17, 2024 GCCS at Flour City Board of Trustees Meeting be approved.

Voting in the affirmative: Ashara Baker, Kendra Cadogan, Maria Oliver*, Allison Shultes, Colin Orr, Tasha Stevens

Voting in the negative: None

Abstaining: None

Motion 20240221.2 Passed: 6 to 0

OPEN FORUM

3. Future Agenda Topics/and or Public Comment

Colin opened the meeting up to public comment at 5:37pm. There were no guests present and no public comments were made.

Future Agenda Topics: no additional topics were shared.

4. Financial Report - December 2023 Financials

December Financial Updates for GCCS Flour City Campus - Robin Blew

Robin reviewed the December 31, 2023 summary sheet and the balance sheet that were discussed at the Finance Committee Meetings earlier this month. Variance has stayed consistent due to the low enrollment vs. budgeted numbers. Robin reported on updates to Title I, II & IV reimbursable grants and that these, except for a small amount of Title I has been used. All expenses for Year 3 of the CSP have been recognized for this year. We are still waiting to receive funds from the SSF grant awarded at the end of 2023. Expenses and school operations remain higher with the beginning of the year/up front expenditures and as we reach mid-year they tend to level out. There is nothing new to report on the balance sheet at this time.

5. Executive Director Update: ED Goals, Merger & Facility Updates, SLC Celebrations - Shannon Hillman

Shannon shared updates and goal progress from the past month:

- **Student Led Conference (SLC) Celebration:** Shannon shared updates and celebrated the Student Led Conferences that happened over the last few weeks at both campuses. She shared how the conferences were structured which includes self reflection on: Character Trait Reflection, Math Growth, Academic Celebration or Growth and Reflection Card. Across the board at both buildings there was an overall feeling of "magic" and consistency in growth. Students ended their conferences with reflection on what they were proud of and goals for doing them next time.
- **Visioning:** The EL Education Mid-Year Review Results are in and Shannon reported out on the process and results from the following categories: *Mastery of Knowledge & Skills*, *Character* and *High Quality Work*. This review is a collective effort from the Leadership Team, Coordinators and a Teacher Leader with the support of the ELC Coach. They set the goals and questions and set metrics and data points around what they are looking to get information on from Fall & Winter. Based on the results and feedback next steps have been identified which include, focusing on Character Goals, Target Tracking and readjusting PD cycles to allow for more focused time on Character.
- **Facilities Updates:** It was shared that members of the Facilities Task Force met with

RMSC staff members to discuss the possibility of a short term lease for the River Campus and opened up the opportunity for conversations about a longer term solution in the future. The organizations Building Hope and Highmark have been thought partners in this planning and development process.

- **Fundraising:** It was shared that a grant has been submitted to the Feinbloom Foundation to support SEL initiative across both campuses and that other conversations are in the works to help identify other donors, sponsors and other potential grants. A second round interview was completed as part of the Primary Project Grant application process that would support both schools in Kindergarten SEL skills if awarded.
- **Cash Flow:** Cash flow is tight at Flour City due to the timing of tuition checks and that we are still waiting for the \$200,000 in SSF grant money.
- **CFO Contract:** The Finance Committee met with Robin Blew to realign her services with the Operations team. She is proposing some rate changes depending on the services provided. This will go into effect retroactively during the February billing period. Additionally the Finance Committee would like to recommend DeJoy for CFO services. The proposal was adjusted twice. For the 2023-24 school year, each building will pay approximately \$5,000 for CFO and "get-to-know-you" services. For the 2024-25 school year, each building will pay approximately \$5,000 for CFO quarterly reviews and minor recommendations to support operational efficiency.
- **Merger:** A public meeting was held on February 6th where Colin Orr and Ashara Baker spoke in person on behalf of the merger. Approximately 150 letters of support were submitted as part of the public hearing. Shannon met with Adrian Hale on February 7th at Flour City. He spent 1.5 hours in classrooms and 1 hour with Shannon discussing the merger. He is going to discuss our reasons for merger with his colleagues and will follow up with GCCS in the coming weeks.

6. Committee Updates - Committee Assignments

Committee Assignments - Colin Orr

- a. **Discipline:** No report.
- b. **Governance:** February 2024 Governance Committee Meeting Notes - *Adam Koneman*
The Governance Committee met and primarily discussed the question: how to best approach recruitment needs given possible merger? It was identified that Adam should join Flour as a Community Representative to fill a vacancy seat and that Ashara could join River to fill that vacancy.

Motion 20240221.3

Upon the motion of Colin Orr, and duly seconded by Tash Stevens, RESOLVED that the Genesee Community Charter School Flour City Campus Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by SUNY and having discovered no State or federal criminal history, or having provided information regarding such history to SUNY 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 Adam Koneman as a member to its Board of Trustees, with a term expiring on June 30, 2024 pending approval by SUNY. The resolution approving Adam Koneman is adopted upon SUNY's approval.

Voting in the affirmative: Ashara Baker, Kendra Cadogan, Maria Oliver*, Allison Shultes, Colin Orr, Tasha Stevens, Annemarie Wess*

Voting in the negative: None
Abstaining: None
Motion 20240221.3 Passed: 7 to 0

- c. **Personnel:** ED Evaluation Update; Special Education Coordinator Update - *Colin Orr*

ED Evaluation Update - *Colin Orr*

Colin shared an update on a recent meeting to discuss Shannon's self reflection evaluation that she will be turning in to the committee at the end of this month. The Committee is on track for regular meetings.

Special Education Coordinator Update - *Shannon Hillman*

The Special Education Coordinator has resigned and will be shifting to 10 hours a week during the transition period to support the onboarding process. Two strong candidates have been identified and Shannon is hopeful to recommend a candidate to the Board in the near future.

- d. **Safety:** No report.
- e. **Diversity & Racial Equity:** No report
- f. **Community Engagement:** No report
- g. **District Instructional Leadership Team:** EL Education Mid-year Review - *Discussed in the Executive Director report.*

OUTSTANDING BUSINESS

6. CFO Proposal Update, Robin Rate Change Proposal - *Shannon Hillman*

CFO Proposal Update:

Motion 20240221.4

Upon motion of Colin Orr and duly seconded by Tasha Stevens, RESOLVED, to engage DeJoy & Co. for the 2023-2024 school year for their part time CFO services as presented.

Voting in the affirmative: Ashara Baker, Kendra Cadogan, Maria Oliver*, Allison Shultes, Colin Orr, Tasha Stevens, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20240221.4 Passed: 7 to 0

Accounting & Payroll Specialist (Robin Blew) Rate Change Proposal:

Motion 20240221.5

Upon motion of Colin Orr and duly seconded by Maria Oliver, RESOLVED, that the contract from Robin Blew for her payroll and accounting specialist work be approved at an annual rate of, not to exceed \$15,000, annually.

Voting in the affirmative: Ashara Baker, Kendra Cadogan, Maria Oliver*, Allison Shultes, Colin Orr, Tasha Stevens, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20240221.5 Passed: 7 to 0

OTHER NEW BUSINESS

7. Workplace Violence Prevention Policy

A draft of the Workplace Violence Prevention Policy was shared that outlines GCCS's commitment to the safety and security of its employees and is designed to meet the requirements of NYS Labor Law 27b.

Motion 20240221.6

Upon motion of Colin Orr and duly seconded by Tasha Stevens, RESOLVED, that the GCCS Workplace Violence Prevention Policy be approved.

Voting in the affirmative: Ashara Baker, Kendra Cadogan, Maria Oliver*, Allison Shultes, Colin Orr, Tasha Stevens, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20240221.6 Passed: 7 to 0

EXECUTIVE SESSION

8. Executive Session was not called at this meeting.

MEETING WRAP-UP

9. Review Actions & Agreements - Allison Shultes

Action Items:

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Adjournment:

Motion 20240221.7

Upon Motion of Colin Orr, and duly seconded by Tasha Stevens, RESOLVED, that this meeting of the GCCS - Flour City Board of Trustees be adjourned at 7:27pm.

Voting in the affirmative: Ashara Baker, Kendra Cadogan, Allison Shultes, Colin Orr, Tasha Stevens, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20240221.7 Passed: 6 to 0

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