

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

**FLOUR CITY CAMPUS: FINAL Meeting Minutes**

**April 17, 2024 | 5:30pm**

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

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

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

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

**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)
- Shelby DiRoma\* (Student Culture Coordinator)
- Maureen Milke\* (Coordinator of School Operations)

**Legal Counsel Present:**

**Legal Counsel Absent:** Kirsten Barclay

NOTE: \* indicates that person participated remotely via ZOOM.

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**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 5:41pm.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

**Motion 20240417.1**

Upon motion of Colin Orr, and duly seconded by Tasha Stevens, RESOLVED, that the April 17, 2024 Agenda for the GCCS Flour City Board of Trustees be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240417.1 Passed:** to 0

**2. Review & Approve Minutes**

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

### **Motion 20240417.2**

Upon motion of Colin Orr, and duly seconded by Tasha Stevens, RESOLVED, that the Meeting Minutes from the March 20, 2024 GCCS at Flour City Board of Trustees Meeting be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240417.2 Passed:** to 0

## **OPEN FORUM**

### **3. Future Agenda Topics/and or Public Comment**

Colin opened the meeting up to public comment at 5:45pm. There were no public comments made.

*Future Agenda Topics: Colin has requested that the Safety Committee meet before the next meeting.*

### **4. Financial Report - February 2024 Financials**

#### **February Financial Updates for GCCS at Flour City Campus - Robin Blew**

Robin reviewed the February 29, 2024 summary sheet and the balance sheet that were discussed at the Finance Committee Meetings earlier this month. Robin reported that the variance has stayed consistent due to the low enrollment vs. budgeted numbers and that will remain consistent through the remainder of the year. Robin reported on updates to revenue (food service, additional Title & CSP grant funds, etc.) and expenses line (higher instructional line, renovation overages, food service food prices, etc.). It was reported that the Year 3 CSP grant is moving forward in the process for us to receive those funds but there are no updates to the SFS grant. There is nothing new to report on the balance sheet at this time other than that despite withdrawals the investment accounts continue to gain due to the current market.

### **5. Executive Director Update: ED Goals Update - Shannon Hillman**

Shannon shared updates and goal progress from the past month on the following topics:

- ED Goals
- Lottery Update
- Family & Student Culture & Climate Survey Results
- Attendance Rates
- Disciplinary Data Updates
- NYSED visit on May 1st

### **6. Committee Updates - Committee Assignments**

#### **Committee Assignments - Colin Orr**

- a. **Discipline:** No report.
- b. **Governance:** March 2024 Governance Committee Meeting Notes, New Officer Invitation - Adam Koneman

Paperwork is underway for Adam Koneman to be joining the Flour City Campus Board; Ashara Baker will be stepping down from her position at Flour City Board and will no longer be joining the GCCS at RMSC Board. Conversations are underway with Alumni parent and two other community members for representation. Eron Damercy, RMSC's Director of Education has been announced as the RMSC Representative for GCCS at RMSC.

Any board members interested in stepping into a leadership role on the Board should contact Adam and Colin so a slate of officers can be presented next month.

- c. **Personnel:** ED Evaluation Update- *Colin Orr & Shannon Hillman*

ED Evaluation Update - Colin Orr

Colin shared that the Committee is meeting regularly to review Shannon's evaluation. The timeline is to share their final review with Shannon and then the rest of the Board within the month of April.

- d. **Safety:** No report.
- e. **Diversity & Racial Equity:** Revised Draft of Statement on Community Discussion - *Shannon Hillman*  
This document was developed around the time of the pandemic and identified some very clear statements on school community and culture. There has been momentum for a group of staff to revise this and have presented it to the Board for approval.

**Motion 20240417.03**

Upon motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to approve the revised Statement of Community as presented.

**Voting in the affirmative: ALL**

**Voting in the negative: None**

**Abstaining: None**

**Motion 20240417.03 Passed:** to 0

- f. **Community Engagement:** No report
- g. **District Instructional Leadership Team:** No report

**OUTSTANDING BUSINESS**

**7. Immersion Day Update - Friday, May 3 (Better World Day)**

The Board has been working to find opportunities to visit the school on a special day at the school "Better World Day" which is global EL Education Service Day. The team is working on a schedule of events/options for the Board to attend with a Board gathering at the end of the day.

**OTHER NEW BUSINESS**

**8. New Cleaning Contract**

The GCCS Operational Team recommends that the Board approve Clean Craft's proposal for the remainder of the 2023-24 school year while continuing into the 2024-25 school year. With weekly billing and the transparency of reduced services needed during the summer months, we believe this will be a far more economical option than previous mandated monthly billing, regardless of level of service. Additionally, with a larger team, Clean Craft is able to provide service immediately after school hours and can make "emergency calls" when there is an issue during the school day. \$31,000 will be budgeted for over 11 months of consistent service for

the 2024-25 school year.

**Motion 20240417.04**

Upon motion of COLin Orr, and duly seconded by Tasha Stevens, RESOLVED, to approve the contract with Clean Craft, LLC. for \$691.70

**Voting in the affirmative:**

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240417.04 Passed:** to 0

**9. 2024-25 DRAFT School Calendar**

**Motion 20240417.5**

Upon motion of Colin Orr , and duly seconded by Allison Shultes , RESOLVED, to approve the draft calendar for GCCS at Flour City for the 2024 - 2025 school year as presented.

**Voting in the affirmative:** ALL

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240417.5 Passed:** to 0

**EXECUTIVE SESSION**

**10. Executive Session was not called at this meeting.**

**MEETING WRAP-UP**

**11. Review Actions & Agreements, Confirm Meeting Dates - Allison Shultes**

**Action Items/Reminders**

- Next Meeting Date: Wednesday, May 15, 2024, 5:30 - 7:30pm

**Adjournment:**

**Motion 20240417.8**

Upon Motion of COLin Orr , and duly seconded by Tasha STevens , RESOLVED, that this meeting of the GCCS at Flour City Board of Trustees be adjourned at 7:40pm.

**Voting in the affirmative:** ALL

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240417.8 Passed:** to 0

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