

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
June 7, 2023**

Hybrid Meeting: Held in the Family Center (Room 18) at GCCS School Building,
657 East Avenue, Rochester, NY 14607

Board Members Present: Michele Hannagan, Eboni Henderson, Charlie Johnson,
Adam Koneman, Danielle Lavell*, Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Board Member Arrivals/Departures During Meeting in Progress: Kemouy Bhalai; Left at 7:30pm
Danielle Lavell

Board Members Absent: Nolica Murray-Fields, Jessica Winterhalt Wanner, VACANCY: 1 RMSC
Rep, 1 Community Rep., Annemarie Wess

Educational Governance Council Members Present: Allison Carlson*, Shannon Hillman, 1EGC
Vacancy

Educational Governance Council Absent:

Guests: Robin Blew (Accounting & Payroll), William Gargan, Kendra Cadogan*

Legal Counsel Present: None

Legal Counsel Absent: Kirsten Barclay

NOTE: * indicates that person participated remotely via ZOOM.

This meeting was recorded and is available for public viewing.

REGULAR AGENDA ITEMS

1. Welcome, Welcome Guests, Call to Order, Roll Call, Agenda Overview:

- Welcome all
- Welcome Guests–Kendra Cadogan (potential board member) and Bill Gargan
- Michele Hannagan called the meeting to order at 5:34pm.
- Roll call - A quorum was present.
- Agenda Review:

2. Greeting - Shannon led the group in a meeting–quick hi and how are you doing! Everyone is here and ready to roll! Shannon passed around 2 documents for board members to complete this evening: financial disclosure and the code of ethics document.

3. Review & Approve Minutes

May 17, 2023 Meeting Minutes:

The minutes from this meeting will be approved at the next meeting.

May 25, 2023 Special Meeting Minutes:

Motion 20230607.1

Upon Motion of Michele Hannagan and duly seconded by, Colin Orr RESOLVED, that the May 25, 2023 special meeting minutes be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell*, Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.1 Passed: 9 to 0

4. Financial Report - April Budget Review- Robin Blew

- Summary Sheet Review:
 - Robin Reviewed the April 30, 2023 Summary Sheet which covered YTD.
 - Variance for school tuition has been carried all year—nothing new to report. One more billing for May & June but no new changes anticipated.
 - Nothing new to report for the Food Service program—will be in the black but always have costs to offset that income.
 - Facilities: anticipate being over budget due to addition of utilities added to rent from RMSC.
 - Field Study: a few more day trips after this report; no more overnights.
 - Coming in at a deficit of about -\$28,393K (this time last year about -\$16K)

Shannon: Gave a brief update on enrollment for next and so far 174 (current students joining next year) and 39 new students that are enrolled for a total of 213 and ready to go! Enrollment is still going so we're looking really good for next year! Out of the 39 new students 18 self identify as white, 18 as black and 9 as multiple races. The breakdown of students and districts where students are coming from is in the Google Drive for Board Members to review. There was good discussion amongst the board.

- Balance Sheet Review:
 - Robin reviewed the Balance Sheet for the Month ending April 30, 2023. Cash flow is still strong. Restricted funds are still in there as required by the State. Michelle Henry and Julia K are working on how to spend the Milk Grant money.
 - Investments look good: Fidelity & Vanguard accounts are both up from the end of June last year for a total of ~\$38K.

NOTE: Jumping to NEW BUSINESS ON THE AGENDA SECTIONS 9 & 10 in order to discuss the contract while Robin is still in the meeting.

5. Leadership Update: Leadership & Board Capacity Draft Plan & Proposal - Shannon Hillman

Leadership & Board Capacity Draft Plan & Proposal

Shannon followed up on the Board's ask at the last meeting to reflect on what she needed as an Executive Director and Board and Leadership Capacity building for the next few years. She shared that she is still learning as leader, Kemouy & Christine as new school leaders, Chris coming in as a leader and working to help Maureen see herself as a leader and for all of them to work as a team.

This plan outlines GCCS Core Practices that come from EL Education: #32, #33, 34

- #32 *Fostering a cohesive school vision:* leaders need to communicate and engage others in the vision

- *#33 Evidence based Strategic Improvement*: this is change management through the improvement process
- *#34 Cultivating a positive professional culture*: this is all about promoting trust, growth mindset and professional courage

Shannon started with a reflection on this year and how the work done this year could lead into improvement and growth into subsequent years. Some of the highlights from the chart she outlined include targets to measure improvement and progress through the journey.

#32: Understand and define top level leadership roles, define shared leadership to understand alignment between senior leadership

- This year some roles within the smaller leadership team have been defined; internal progress on this was made.
- Looking ahead next year to a more comprehensive alignment across leadership; want to asset based inventory–use each other's strengths; revised a calendar of deliverables to reflect and define realistic duties and expectations; building an effective on-boarding plan (thinking about retirements, etc.) and an accessible resource/data sharing system for leaders
- How would we measure success: clearly articulate roles and responsibilities to direct report; less time on trainings and more on executing

#33 Evidence based Strategic Improvement and #34 Cultivating a positive professional culture: This digs into more of the social and emotional components to the school's leadership work

- This year a training with Breakthrough was held, set-up one-on-ones with Executive Director, leadership meeting times defined, ED working with an Executive Coach.
- Next year they'd like to work with an Executive coach to align leadership expectations across the team and staff, continue working with this person to align staff culture and alignment, student culture and expectations, then to families. Start with the staff and have a cohesive message on all fronts. This will be a big lift –a lot has been started but needs to be dug into.
- How do we codify this? Handbooks, documentation, trainings are all written and revised so it is the same across the board. Come 2025, all of this work (onboarding and using same practices and expectations) will be in wide use.

The goal of this work is to shift from a reactive mindset to a proactive, well-defined, team approach to lead.

Shannon shared that both Deb Hamner from Breakthrough Leadership and Linda from Piontek Group have presented proposals to support this Leadership plan and growth. Both contracts are presented as 6 months–front heavy and intensive at first and then scale back to support leaders at all levels individually. Come December, these contracts would need to be re-evaluated to identify what the needs are moving forward.

There was discussion within the Board about what measurables and deliverables will be so that we can evaluate and monitor that this work is effective and working and on track with meeting the goals in the plan. It was discussed to add more granular “evidence” to this draft plan and to identify a checkpoint and status update including but not limited to: i.e. decreased turnover, Presentation/Report to the Board, presentations, Q&A with staff, small focus groups, progress report every Board meeting, surveys, utilizing Education Governance Council more effectively for Board Meetings, etc.). The Board directed Shannon to go back to the consultants to ask them about methods of “How will we Know?”. Both of these proposals are included as part of the 2023-2024.

Legal Counsel: Kirsten Barclay has joined the meeting virtually at 7:09pm for a quick consultation regarding the language of two resolutions.

Motion 20230607. 4

Upon the motion of Michele Hannagan, and duly seconded by, Tasha Stevens, RESOLVED, that the proposal from Breakthrough Leadership Consulting to provide capacity-building support and executive coaching services for a total of \$16,100 as amended.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell* , Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607. 4 Passed: 9 to 0

Motion 20230607.5

Upon motion of Allison Shultes and duly seconded by Kevin Sutherland, RESOLVED, that the proposal from Piontek Group to provide cultural visioning consultation for a \$2,700 be approved as amended.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell* , Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.5 Passed: 9 to 0

6. Committee Updates

- a. **Discipline:** No report
- b. **Governance: Board Membership & Officers for 2023 -2024; Bylaws Review & Changes –**
Eboni Henderson & Adam Koneman

i. Board Membership & Officers for 2023-2024

2023-2024 New Officer Nominations

23-24 New Officers	
President	Michele Hannagan - President
Vice President	Adam Koneman
Treasurer	Kevin Sutherland** - Treasurer
Secretary	Allison Shultes

** Will stay seated until approved voting member

Motion 0230607. 7 Adam Koneman, made and Eboni Henderson seconded the following motion: Resolution: Election or Appointment of Officers of the Board of Trustees

WHEREAS, pursuant to Article V of the Genesee Community Charter School Board of Trustees' Bylaws, the Board may elect or appoint officers of the Board at its annual meeting; and WHEREAS, the Board's bylaws require the Board shall consist of the

following officers: a Board Chair, one or more Vice Presidents, a Secretary and a Treasurer.

NOW THEREFORE BE IT RESOLVED, that after an election of officers of this Board held pursuant to its Bylaws, the following officers, to wit:

Michele Hannagan, Chair
Adam Koneman, Vice President
Allison Shultes, Secretary
Kevin Sutherland, Treasurer

Hereby are declared to have been and are duly elected to serve in the capacities until further action may be taken by the Board.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell* , Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.7 Passed: 9 to 0

Board Memberships & Renewals:

New Board Members	Seated In Place Of...	Term
Maria Oliver	Kevin Sutherland	7/1/23 - 6/30/24
Kendra Cadogan	Tasha Stevens	7/1/23 - 6/30/24
REAPPROVE Adam Koneman	N/A	7/1/23 - 6/30/26

Motion 20230607. 8: Adam Koneman made a motion, seconded by Tasha Stevens that the Genesee Community Charter School at RMSC Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, 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 MARIA OLIVER as a member to its Board of Trustees, with a term expiring on June 30, 2024, pending approval by NYSED. The resolution approving MARIA OLIVER is adopted upon NYSED's approval.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Danielle Lavell* , Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.8 Passed: 9 to 0

Motion 20230607. 9: Upon the motion of Adam Koneman, and seconded by, Allison Shultes that the Genesee Community Charter School at RMSC Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or

having provided information regarding such history to NYSED, 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 KENDRA CADOGAN as a member to its Board of Trustees, with a term expiring on June 30, 2024, pending approval by NYSED. The resolution approving KENDRA CADOGAN is adopted upon NYSED's approval

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Danielle Lavell,* Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607. 9 Passed: 9 to 0

Motion 20230607.10: Upon the motion of Adam Koneman, and seconded by, Tasha Stevens that the Genesee Community Charter School at RMSC Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, 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 re-elect ADAM KONEMAN as a member to its Board of Trustees, with a term expiring on June 30, 2026, pending approval by NYSED. The resolution approving Adam Koneman was adopted upon NYSED's approval.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Danielle Lavell*, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607. Passed: 9 to 0

ii. Bylaws Review & Changes:

Adam Koneman shared that the Governance Committee has met and made revisions to the Bylaws to reflect Executive Director as an approved title and to create more flexibility in the numbers of representatives (Community, RMSC, Parent, etc.) Legal counsel was also advised to update language to standardize languages. These revisions will be submitted to the State for approval of a non-material revision.

Motion 20230607. 6: Upon the motion of Adam Koneman, and seconded by Colin Orr RESOLVE, that the Board approve the revisions to the Bylaws of Genesee Community Charter School at RMSC as presented.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Danielle Lavell*, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.6 Passed: 9 to 0

c. **Personnel: 2023-2024 New Hires; Long Term Sub Hire**

2023-2024 New Hire Approvals:

Kemouy shared that would like to make 3 offers–2 of them are confirmed and one is pending.

Frances (Annie) Leary has been offered a full-time position as a classroom teacher for next school year and her acceptance is pending. Frances has experience in the classroom (6 years) and a masters degree, and would be in the 4-5 loop.

Motion 20230607.13

Upon motion of Michele Hannagan and duly seconded by Allison Shultes, RESOLVED, to approve Frances Leary for a full-time (1.0 FTE) classroom teacher position for the 2023-2024 school year at the annual 10-month salary of \$57,000.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.13 passed: 8 to 0

Jennifer Asitimbay has been offered a full-time position as a classroom teacher for next school year. Jennifer has 3 years classroom experience, has a masters degree and is certified and would be joining the K-1 loop.

Motion 20230607.11

Upon motion of Michele Hannagan, and duly seconded by Colin Orr, RESOLVED, to approve Jennifer Asitimbay for a full-time (1.0 FTE) classroom teacher position for the 2023-2024 school year at the annual 10-month salary of \$53,000.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Danielle Lavell*, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.11 passed: 9 to 0

Nathaniel Gibbs has been offered a full-time position as a classroom teacher for next school year. Nathaniel has extensive educational experience as a teacher instructional coach and other positions and would be in the 6th grade team. He has met with the current 6th grade team and they are excited that he can continue the great work of that team (and was the pick of the students!) The salary is aligned with his experience but does push us slightly beyond the scope of a normal budget by ~\$25K but the budget has been intentionally budgeted over and covers this variance.

Motion 20230607.12

Upon motion of Michele Hannagan, and duly seconded by Colin Orr, RESOLVED, to approve Nathaniel Gibbs for a full-time (1.0 FTE) classroom teacher position for the 2023-2024 school year at the annual 10-month salary of \$68,000.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.12 passed: 8 to 0

Long Term Substitute Hire: Shannon shared that she would like to proactively approve a long term substitute position that has been in place since Mar 6, 2023 for Jessica Winterhalt Wanner. Jess had been receiving a daily rate but really should have been receiving the long term

substitute rate. In the handbook it says that substitutes are paid at the daily rate for 2 consecutive weeks in a position and then paid at the long term substitute rate. For Jess we would like to retroactively correct the difference of this pay. This means that for Jess from March 6th-March 17, 2023 she would received \$140 per day and that from March 20th - Jun 22, 2023 should be paid \$210.

Motion 20230607.14

Upon motion of Michele Hannagan, and duly seconded Tasha Stevens by, RESOLVED, to approve Jeessica Winterhalt Wanner for the Long term substitute position that began on March 6, 2023 and to retroactively pay her the long term substitute rate of \$210.00 per day from March 20, 2023 - June 22nd, 2023.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.14 passed: 8 to 0

- d. **Safety:** No Report
- e. **Diversity & Racial Equity:** No report
- f. **Community Engagement:** No report
- g. **District Instructional Leadership Team:** No report

OUTSTANDING BUSINESS

7. Revised 2023-2024 Calendar Approval

Motion 20230607.15

Upon motion of Michele Hannagan and duly seconded by, Colin Orr RESOLVED, that the 2023-2024 school calendar be amended as follows:

- February Break will be a week long break and the Thursday and Friday before that break will be two Professional Days
- 1 emergency day was removed
- Aligned with RCSD in early January so kids return right after holiday recess
- No conflicts with charter responsibilities/number of hours of PD
- Did review other calendar years to ensure that these changes will work in other years
- Veteran's Day will be a day off (no PD, no school)

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.15 passed: 8 to 0

8. Budget Revist Post May 17, 2023 Meeting -Shannon

The Board asked at the last budget meeting to consider a 5% pay increase for all staff for the next school year. This is not possible next year for the following reasons:

- Really experienced new staff (music teacher and 6th grade teacher). Didn't want to compromise on quality
- The 5% increase is ~\$100K increase and our budget cannot absorb the expenses
- Consistency across both schools. If an increase of 5% happens at River, for consistency it would need to happen at Flour City as well and their budget cannot absorb the increase

- .7% increase in revenue rather than the 1% that was listed. .7% is the realistic projection and revenue projects have been adjusted to reflect this.
- Other revisions have been made to reflect more realistic numbers based on outstanding quotes/pending contracts and tracking throughout the year (i.e. Cleaning Contract, better tracking of office supply purchases, etc.)
- Long term sub salary: 2 student teachers for the sabbatical coverage, rather than 2 prorated salaries, budgeted for 1 at realistic costs
- IT support was whittled back rather than push for growth
- Consideration of a sustained salary increase for future years: the committee and Shannon are still reviewing this to determine if there is a standard increase that can be projected for future years. The committee is not ready to make a recommendation on this at this point but will follow up.

Motion 20230607.3

Upon motion of Kevin Sutherland and duly seconded by Michele Hannagan, RESOLVED, that the revisions to the 2023-2024 budget be approved as presented.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Danielle Lavell*, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.3 Passed: 9 to 0

NEW BUSINESS:

9. Cleaning Quote Contract Approval:

The Finance Committee and Operations Team have presented 3 quotes for cleaning/janitorial services for the GCCS at RMSC campus building. Dimensional is currently doing these services and quoted at \$4,880 per month. The other two companies that were reviewed are: Cleancraft, LLC (\$4,999 per month) and Essential Property Care (\$4,440 per month). Dimensional has been very reliable and doing a good job and staff gave good feedback. References were checked for the other two services and both were highly recommended and are used by other schools and businesses in the community. Kemouy shared that she has no concerns continuing with Dimensional Services, LLC.

Motion 20230607.2

Upon motion of Colin Orr, and duly seconded by Tasha Stevens, RESOLVED, to approve the contract with Dimensional Services Inc., to provide janitorial services for GCCS River Campus for the 2023-2024 school year at \$4,880.00 per month as presented.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Danielle Lavell*, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.2 passed: 9 to 0

10. Food Service Contract Update:

Michelle Henry (Food Services Coordinator) has been working diligently to look for quotes for food services for next year. The only options in Rochester right now are Foodlink or Julia K. Catering (who is currently providing these services). Waiting on the contract from Juila K. to discuss more details next time.

NOTE: Moving back to the section to discuss budget revisions (Section 8.) to include Robin in the conversation before she had to leave early.

11. 2023-2024 Board Meetings Calendar

The calendar is in the drive and calendar invites have been sent to all Board members.

12. Financial Disclosure and Conflict of Interest Form Completion

Board members were given access to these forms both paper copies and electronic for signature and completion ASAP

13. Board Retreat Date: Proposed Saturday, July 15, 2023 from 12-4pm

This was the most favorable date based on the DoodlePoll that Adam sent out. This work will focus on board logistics, discussing how we're running meetings, and continued discussion on committee work and more. Board members should be marking their calendars and will tentatively be hosted at Kirsten's work.

OPEN FORUM

14. Future Agenda Topics/and or Public Comment

Michele opened the meeting up to public comment at 7:53pm. No public comments were made. There are ongoing internal discussions about our upcoming lease renewal.

MEETING WRAP-UP

16. Review Actions & Agreements

Approval of June 7, 2023 Meeting Minutes

Motion 20230607.16

Upon Motion of Michele Hannagan and duly seconded by Tasha Steven, RESOLVED, that the June 7, 2023 meeting minutes be approved.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.16 Passed: 8 to 0

Adjournment at 8:05pm

Motion 20230607.17

Upon Motion of Michele Hannagan and duly seconded by Colin Orr,, RESOLVED, that this meeting be adjourned.

Voting in the affirmative: Michele Hannagan, Eboni Henderson, Charlie Johnson, Adam Koneman, Colin Orr, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 20230607.17 Passed: 8 to 0

Respectfully Submitted,
Tasha Stevens - Secretary of GCCS-River Board of Trustees
Scribe - Allison Shultes