

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

FLOUR CITY CAMPUS: FINAL Meeting Minutes

June 5, 2024 | 5:30pm

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

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

Board Members Present: Kendra Cadogan, Adam Koneman, Maria Oliver, Tasha Stevens, Allison Shultes, Colin Orr, Annemarie Wess* (joined at 6:15pm)

Board Members Absent:

Board Vacancies: RMSC Representative (1)

Educational Governance Council Members: Shannon Hillman, Christine Farrell

Present: Shannon Hillman, Christine Farrell

Absent:

Guests:

- **Maureen Milke (Director of School Operations)***
- **Robin Blew (Accounting & Payroll Specialist)**
- **Kiersten Blankley**
- **Teresa Zappia - Sinicropi**
- **Paige Hepple***
- **Isha Torres***
- **Eron Damercy (Potential GCCS Board Member)**

Legal Counsel Present:

Legal Counsel Absent: Kirsten Barclay

NOTE: * indicates that person participated remotely via ZOOM; names in **BOLD** are not eligible to vote

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 5:35pm. He acknowledged and thanked the following Board Members for their service on the Board and to GCCS: Tasha Stevens. Tasha served as a parent representative and community representative and will be missed. In celebration of her service, a cookie cake was presented and enjoyed during the meeting.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

Motion 20240605.1

Upon motion of Colin Orr and duly seconded by Maria Oliver, RESOLVED, that the June 5, 2024 Agenda for the GCCS Flour City meeting of the Board of Trustees be approved.

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

Voting in the negative: none

Abstaining: none

Motion 20240605.1 Passed: 6 to 0

2. Review & Approve Minutes

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

Motion 20240605.2

Upon motion of Colin Orr , and duly seconded by Tasha Stevens , RESOLVED, that the Meeting Minutes from the May 15, 2024 GCCS Flour City Board of Trustees Meeting be approved.

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

Voting in the negative: none

Abstaining: none

Motion 20240605.2 Passed: 6 to 0

OPEN FORUM

3. Future Agenda Topics/and or Public Comment

Colin opened the meeting up to public comment at 5:45pm. The following public comments were made:

- *Mary Grace McAleavey - Mary Grace is GCCS River Campus parent for a rising 6th grader. Mary Grace raised concerns about the staffing changes presented as part of the approved 24-25 budget and the change to a shared TA position for the 5th & 6th grade and the feeling of uncertainty about this change, as well as 20 other staff departures/turn overs over the last 2 years. She expressed concerns over the social and behavioral challenges the current 5th grade class is having and this TA position cut is concerning for what that means for next year.*

4. Financial Report - April 2024 Financials

March Financial Updates for GCCS at Flour City Campus - Robin Blew

Robin reviewed the year to date through April 30, 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 the revenue line and expenses line including additional revenue from the Food Service Program, additional funds in Title funding and grants and some savings on field studies. It was shared that there is movement on the funding from the SSF grant and there has been new communication and additional documentation requested from the state for all grantees (not just Flour City).

5. Executive Director Update - Shannon Hillman

ED Goals Update; Lease Amendment Update; Student Assessment Results - Shannon Hillman

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

- Student Assessment (iReady) Results from the 2023-2024 School Year
 - iReady results were really strong across both schools and will be presented in detail at the year end report to the Board.
- Goal Updates included updates on the following:
 - Facilities - A lease amendment has been presented and is being reviewed by our attorney and will be voted on at the July meeting.
 - Fundraising - There is an update on the possibility of one additional grant to support teacher retention and recruitment for \$15k to be utilized across both schools for the 24 - 25 school year to support graduate coursework. For Flour City, it was shared by Christine that this was not the preferred allocation for these potential funds and that she believes they would be better allocated to support teacher salaries. This grant has not yet been received and should that happen there will be continued discussion around how the funds could be used.
 - Cash Flow
 - CFO Services
 - Merger

6. Committee Updates

- a. **Discipline:** No report.
- b. **Governance:** June 2024 GCCS Governance Committee Meeting Updates; Board Member Term Renewals, Officer Elections; Parent Representative Elections- *Adam Koneman*

Adam gave updates from the last Governance Committee meeting. These updates included the need to:

- Vote to approve nomination of Betsy Serapilio-Frank as community rep for both boards
- Vote to approve nominations of Kiersten Blankley and Ben Clarke as parent reps for River
- Vote to approve nominations of Lindsay Tarnoff and Teresa Zappia-Sinicropi as parent reps for Flour
- Vote to approve the renewal of Adam Koneman & Allison Shultes' terms
- Vote to approve nominations of slate of officers for both boards

Motion 20240605.3

Upon the motion of Adam Koneman, and seconded by Colin Orr, that the Genesee Community Charter School Flour City 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 elect BETSY SERAPILIO - FRANK as a Community Representative member to its Board of Trustees, with a term expiring on June 30, 2027, pending approval by SUNY. The resolution approving BETSY SERAPILIO - FRANK was adopted upon SUNY's approval.

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

Voting in the negative: None

Abstaining: None

Motion 20240605.3 Passed: 7 to 0

Motion 20240605.4

Upon the motion of Adam Koneman, and seconded by Colin Orr, that the Genesee Community Charter School Flour City 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 elect LINDSAY TARNOFF as a Parent Representative member to its Board of Trustees, with a term expiring on June 30, 2027, pending approval by SUNY. The resolution approving LINDSAY TARNOFF was adopted upon SUNY's approval.

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

Voting in the negative: None

Abstaining: None

Motion 20240605.4 Passed: 7 to 0

Motion 20240605.5

Adam Koneman made a motion, seconded Colin Orr, by that the Genesee Community Charter School Flour City 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 TERESA ZAPPIA-SINICROPI as a Parent Representative member to its Board of Trustees, with a term expiring on June 30, 2027, pending approval by SUNY. The resolution approving TERESA ZAPPIA-SINICROPI is adopted upon SUNY's approval.

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

Voting in the negative: None

Abstaining: None
Motion 20240605.5 Passed: 7 to 0

Board Term Renewals

Motion 20240605.6

Upon the motion of Colin Orr, and duly seconded by Kendra Cadogan, the Genesee Community Charter School-Flour City 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 re-elect Allison Shultes as a member and Community Representative to its Board of Trustees, with a term expiring on June 30, 2027, pending approval by SUNY. The resolution approving Allison Shultes, is adopted upon SUNY's approval.

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

Voting in the negative: None

Abstaining: None

Motion 20240605.6 Passed: 7 to 0

Motion 20240605.7

Upon the motion of Colin Orr, and duly seconded by Allison Shultes, the Genesee Community Charter School-Flour City 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 re-elect Adam Koneman as a member and Community Representative to its Board of Trustees, with a term expiring on June 30, 2027, pending approval by SUNY. The resolution approving Adam Koneman is adopted upon SUNY's approval.

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

Voting in the negative: None

Abstaining: None

Motion 20240605.7 Passed: 7 to 0

2024-2025 New Officer Nominations

24-25 New Officers	
Board Chair/President	Colin Orr
Vice President	Kendra Cadogan
Treasurer	Maria Oliver
Secretary	Allison Shultes

Motion 20240605.8 Adam Koneman, made and Colin Orr seconded, the following motion:
Resolution: Election or Appointment of Officers of the Board of Trustees for GCCS Flour City of Trustees for the 2024-2025 school year:

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:

Colin Orr, Chair
Kendra Cadogan, Vice President
Allison Shultes, Secretary
Maria Oliver, 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: Kendra Cadogan, Adam Koneman, Maria Oliver, Tasha Stevens, Allison Shultes, Colin Orr, Annemarie Wess*

Voting in the negative: None

Abstaining: None

Motion 20240605.8 Passed: 7 to 0

- c. **Personnel:** Draft 2024-2025 Staff Handbook for Review
Shannon shared highlights and changes that will be included in the staff handbook for next school year including increasing the number of PTO days for teachers. The Staff Handbook has been reviewed by the HR consultant, attorney and will be presented to the Board for approval at the July meeting.
- d. **Safety:** Public Comment Notice for GCCS Safety Plans

30 days of public comment are required for our Safety Plans. Draft versions of the district safety plan are linked and are now publicly available for review on the website. Building safety plans are being drafted but will remain confidential. The Safety Committee will meet again in the next month.

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

OUTSTANDING BUSINESS

OTHER NEW BUSINESS

7. 2024-2025 Board of Trustees Meeting Dates

The Board reviewed and approved the proposed meeting dates and times for the 2024-2025 school year.

Motion 20240605.9

Upon motion of Colin Orr, and duly seconded by Allison Shultes, RESOLVED, that the Meeting dates and times for the GCCS Flour City Board of Trustees Meetings for the 2024 - 2025 school year be approved as presented.

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

Voting in the negative: none

Abstaining: none

Motion 20240605.9 Passed: 7 to 0

8. 2024-25 EL Education Contract

Discussion was had amongst the Board regarding the EL Education contract totaling \$39,750 for the upcoming 2024-2025 school year. There was a robust discussion at the June meeting and it has been presented again to the Board at this meeting.

Motion 20240605.10

Upon motion of Allison Shultes, and duly seconded by Colin Orr, RESOLVED, that the EL Education Contract totaling \$39,750 for the 2024 - 2025 school year be approved as presented.

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

Voting in the negative: none

Abstaining: none

Motion 20240605.10 Passed: 7 to 0

9. Disclosure of Financial Interest Form Update

Shannon distributed and Board Members completed the annual Disclosure of Financial Interest Forms which are required per the charter authorizers.

10. 2024-2025 Food Service Contract

Discussion was had amongst the Board regarding the food service contract for the upcoming 2024-2025 school year. Julia K. Caters has presented a new contract for next year with the following prices:

Motion 20240605.11

Upon motion of Colin Orr, and duly seconded by Tasha Stevens, RESOLVED, that Food Service contract with Julia K. Caters for the 2024-2025 school year be approved as presented.

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

Voting in the negative: none

Abstaining: none

Motion 20240605.11 Passed: 7 to 0

Colin shared that based on discussion at the Finance Committee, the Board is committed to continually reviewing the 2024-2025 budget and adjusting salaries as possible.

EXECUTIVE SESSION

11. Executive Session was called at this meeting to discuss transition planning for the upcoming school year.

Motion 20240605.12

Upon Motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to enter into Executive Session at 7:08pm.

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

Voting in the negative: none

Abstaining: none

Motion 20240605.12 Passed: 7 to 0

Motion 20240605.13

Upon Motion of Colin Orr, and duly seconded by Tasha Stevens, RESOLVED, to exit Executive Session at 7:40pm.

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

Voting in the negative: none

Abstaining: none

Motion 20240605.13 Passed: 7 to 0

MEETING WRAP-UP

12. Review Actions & Agreements, Confirm Meeting Dates

Action Items/Reminders

- Next Meeting Date: Wednesday, July 24, 2024 at 5:30pm.

Adjournment:

Motion 20240605.14

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 7:41 pm.

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

Voting in the negative: None

Abstaining: None

Motion 20240605.14 Passed: 7 to 0

Respectfully Submitted,

Allison Shultes
Secretary of GCCS at Flour City Board of Trustees