

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

**FLOUR CITY CAMPUS: FINAL Meeting Minutes**

**July 19, 2023 | 5:30 pm**

*"The Grist Mill", 1100 S. Goodman Street, Strong Hall, Rochester, NY 14620*

---

**Board Members Present:** Michele Hannagan, Allison Shultes, Tasha Stevens\*, Kevin Sutherland, Annemarie Wess\*

Potential Board Members (pending SUNY approval): **Ashara Baker**

**Board Members Absent:** RMSC Rep, (1) VACANT SEAT

**Educational Governance Council Members Present:** Shannon Hillman, VACANT STAFF SEAT

**Educational Governance Council Absent:**

**Guests:** Robin Blew

**Legal Counsel Present:** Kirsten Barclay

**Legal Counsel Absent:**

A \* indicates participating via Zoom.

**REGULAR AGENDA ITEMS**

**1. Welcome, Welcome Guests, Review Meeting Logistics, Call to Order, Roll Call, Agenda Review & Approval:**

- Welcome all
- Welcome Guests–Ashara Baker (new parent representative!)
- Review Meeting Logistics
- Michele Hannagan called the meeting to order at 5:40pm.
- Roll call - A quorum is present.
- Agenda Review & Approval:

**Motion 20230719.1**

Upon Motion of Michele Hannagan and duly seconded by Allison Shultes, RESOLVED, that the July 19, 2023 Meeting Agenda meeting minutes be approved.

**Voting in the affirmative:** Michele Hannagan, Allison Shultes, Tasha Stevens\*, Kevin Sutherland, Annemarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230719.1 Passed:** 5 to 0

**2. Greeting** - The group welcomed each other.

**3. Review & Approve Minutes:**

The minutes from the June 8, 2023 meeting were approved in June.

#### **4. Financial Report - May Financial Update for GCCS Flour City - Robin Blew & Shannon Hillman**

Robin reviewed the May 31, 2023 summary sheet and the balance sheet..

#### **5. Executive Director Update: 2022-2023 End-of-Year Board Report and Data Dashboard Unveiling - Shannon Hillman**

##### 2022-2023 End-of Year Board Report & Data Dashboard Unveiling:

Shannon gave an update to the Board and reported on the 2022-2023 Year End report and information on the GCCS at RMSC over the past school year. Shannon presented the Board with a new Data Dashboard tool for the Board that includes all of the information and data collected over the last year and presented the Board on how it will be able to be used throughout the school year moving forward. The dashboard includes information for the Board on key design elements, current charter renewal, current enrollment statistics and demographics, recruitment & retention efforts and more.

#### **6. Committee Updates**

- A. **Governance:**
- B. **Personnel:** 2023-2024 New Hires; Staff Demographic Changes; Executive Director Job Description

##### 2023-2024 New Hire Approvals:

There were no new candidates presented to the Board.

##### ED Job Description

###### **Motion 20230719.2**

Upon motion of Michel Hannagan and duly seconded by Allison Shultes RESOLVED, to approve the updated GCCS Executive Director job description as presented by the Personnel Committee.

**Voting in the Affirmative:** Michele Hannagan, Allison Shultes, Tasha Stevens\*, Kevin Sutherland, Annemarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230719.2 passed:** 5 to 0

Staff Demographic Changes: Shannon presented data on the staff demographic changes at both schools from 2018-2019 school year through the current school year (2023-2024). Flour City Campus had data from 2022-2023 and 2023-2024. The goal is for our staff to match the community of our students and families.

- C. **Facilities:** no report

- D. **Safety:** District Safety Plans and Building Safety Plans Review & Approve

At 7:19pm Michele opened the floor for GCCS - Flour City Campus for public comment on the building and district safety plans. These plans will be approved at next month's meeting.

- E. **Diversity & Racial Equity:** No report
- F. **Community Engagement:** No report
- G. **District Instructional Leadership Team:** Organization Workplan Update - *Shannon Hillman*

Shannon shared that they have been actively working on the organization work plan and will report on the work plan at next month's meeting.

#### **OUTSTANDING BUSINESS:**

##### **7. Food Service Contract Approval**

###### **Motion 20230719.3**

Upon motion of Allison Shultes and duly seconded by Michele Hannagan, RESOLVED, to approve the 10-month contract with Julia K Catering as presented for food services for the 2023-2024 school year at GCCS at RMSC.

**Voting in the affirmative:** Michele Hannagan, Allison Shultes, Tasha Stevens\*, Kevin Sutherland, Annemarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230719.3 passed:** 5 to 0

##### **8. Chromebook Purchase Approval**

###### **Motion 20230719.4**

Upon motion of Kevin Sutherland, and duly seconded by Michele Hannagan, RESOLVED, to approve the purchase of 35 new Lenovo Chromebooks from Provantage at the total cost \$11, 276.00 (\$230.00 per Chromebook and \$88 for a 3 year warranty) for the GCCS-Flour City Campus 2023-2024 school.

**Voting in the affirmative:** Michele Hannagan, Allison Shultes, Tasha Stevens\*, Kevin Sutherland, Annemarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230719.4 passed:** 5 to 0

#### **NEW BUSINESS:**

##### **9. Board Retreat Follow-Up - Michele Hannagan**

For the Board Members that weren't able to attend, Michele gave a brief update on the reflections, discussion and goals for ourselves that were discussed at the Board Retreat that was held on Saturday, July 15, 2023.

#### **EXECUTIVE SESSION**

##### **10. Executive Director Evaluation**

###### **Motion 20230719.5**

Upon Motion of Michelle Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, to enter into Executive Session at 7:36pm.

**Voting in the affirmative:** Michele Hannagan, Allison Shultes, Tasha Stevens\*, Kevin Sutherland, Annemarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230719.5 Passed:** 5 to 0

**Motion 20230719.6**

Upon Motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, to exit into Executive Session at 8:28pm.

**Voting in the affirmative:** Michele Hannagan, Allison Shultes, Tasha Stevens\*, Kevin Sutherland, Annemarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230719.6 Passed:** 5 to 0

**OPEN FORUM**

**11. Future Agenda Topics/and or Public Comment**

Michele opened the meeting up to public comment at 8:33pm. No public comments were made.

**MEETING WRAP-UP**

**12. Review Actions & Agreements**

**Motion 20230719.7**

Upon Motion of Michele Hannagan and duly seconded by Kevin Sutherland, RESOLVED, that this meeting of the GCCS - Flour City Campus be adjourned.

**Voting in the affirmative:** Michele Hannagan, Allison Shultes, Tasha Stevens\*, Kevin Sutherland

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230719.7 Passed:** 4 to 0

Respectfully Submitted,

Allison Shultes

Secretary of GCCS - Flour City Board of Trustees