

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

**FLOUR CITY CAMPUS: FINAL Meeting Minutes**

**September 14, 2023 | 5:30pm**

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

**Board Members Present:** Tasha Stevens\*, Kevin Sutherland, Allison Shultes, Annemarie Wess\* (joined at 6:09pm)

**Board Members Absent:**

**Board Vacancies:** RMSC Representative (1), Community Representative (2), Parent Representative (1)

**Educational Governance Council Members Present:** Shannon Hillman

**Educational Governance Council Absent:** Christine Farrell

**Guests:** Robin Blew\* (Accounting & Payroll Specialist), Melissa Conklin\* (potential EGC member),

**Potential Board Members** (pending NYSED Approval): Maria Oliver, Colin Orr, Ashara Baker\*

**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 all
- Welcome Guests
- Call to Order: Colin Orr called the meeting to order at 5:37pm.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

**Motion 20230914.2**

Upon Motion of Allison Shultes and duly seconded by Tasha Stevens, RESOLVED, that the September 14, 2023 Agenda for the GCCS Flour City Campus Board of Trustees Meeting be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230914.2 Passed:** 3 to 0

**2. Review & Approve Minutes**

**Motion 20230914.1**

Upon Motion of Allison Shultes and duly seconded by Kevin Sutherland, RESOLVED, that the Meeting Minutes from the August 16, 2023 GCCS Flour City Campus Board of Trustees Meeting be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230914.1 Passed:** 3 to 0

### **3. Financial Report** - July Financial Updates for GCCS Flour City - *Robin Blew*

Robin reviewed the July 31, 2023 summary sheet and the balance sheet. It was noted that both reports were reviewed by the Finance Committee and there is nothing new to report or noteworthy at this point in the year.

### **4. Executive Director Update: Enrollment Updates; Attendance Updates from 1st Week of 23-24 School Year; Data Dashboard Changes & Updates; ED Goal Updates & Progress** - *Shannon Hillman*

**Enrollment Updates:** The school is almost at “budget” capacity with 115 students. (Budgeted capacity is 120 students). Just within the last week, a few students left for several reasons (move, another charter, urban-suburban) and work is in progress to fill those seats from the waitlist.

**Attendance Updates from 1st Week of 23-24 School Year:** Shannon shared the attendance rates for each grade level for the first 5 days of the 23-24 school year. (Kindergarten’s 1st official day is 9/6). At River Campus, the Tuesday after labor day was the lowest attended day (85%) and Flour City Campus’ lowest attended day was the Friday before Labor Day (9/1) at 74%. On 9/6, the first day with RCSD providing transportation, both campuses had the best attendance (95% River and 97% River). The Board had a robust discussion on how we can proactively work to ensure every healthy student is in school those first few days including engaging the Family Associations Resource Fair.

**Data Dashboard Changes & Updates:** Shannon gave a brief update on the data dashboard and her thoughts on how she will be updating it, sharing out monthly highlights and her process for keeping it up to date. Board gave feedback on how far back in data she should be sharing and that chart formats would be easier to review/track changes. She continues to work on the page layout and formatting as well.

#### **ED Goal Updates & Progress:**

- **Shared Leadership** - Shannon shared that the leadership team is working to establish routines and structures for professional development that include mentorship and loop team facilitators. Both provide opportunities for shared leadership and give more seasoned staff additional added value.
- **ED Coaching** - Shannon is working closely with her coach to refine organizational goals so they are measurable and manageable (which includes how she is holding the Leadership Team accountable to their responsibilities on the Org. Workplan). She will have the revised goals to share at next month’s meeting. She also worked with BreakThrough Leadership to finish the ED Evaluation tool and School Director Job Description which will inform a new process for School Director evaluations this year.

- **Fundraising** - Shannon met with a Flour City parent who is going to support her in strategically planning donor fundraising efforts. Additionally, she met with Lisa Wing, the school's grant writer to begin planning for three potential grants to be submitted this fall. More information to come next month.
- **Facilities** - Shannon spoke with the landlord to discuss potential facility options for the sister school.

## **5. Committee Updates - Committee Assignments**

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

The Board reviewed current Committees (both Board designated and School run) to review committee members assignments and to make new assignments as needed given Board member changes. The goal of this is to ensure that all committees are fully "staffed" and chaired.

- Discipline:** No report
- Governance: Board Member Openings - Shannon**

Shannon has been working with a potential new board member with a background in Human Resources. The candidate has toured both schools and is very interested in joining the Board at both schools.

- Personnel: ED Evaluation Tool Update**

### **2023-2024 New Hire Approvals - Shannon Hillman**

Shannon presented the following candidate to the Board for consideration and approval:

Bridgette Pierce has been offered a part-time (.3 FTE) Special Education Coordinator for this school year at GCCS - Flour City Campus and their acceptance is pending Board approval.

### **Motion 20230914.2**

Upon motion of Allison Shultes and duly seconded by Tasha Stevens, RESOLVED, to approve Bridgette Pierce for a part-time (0.3 FTE) Special Education Coordinator position for the 2023-2024 school year at the annual 10-month salary of \$19,500 or not to exceed \$21,000.

**Voting in the affirmative:** Tasha Stevens\*, Kevin Sutherland, Allison Shultes, AnneMarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230914.2 passed:** 4 to 0

### **ED Evaluation Tool Update - Colin & Shannon**

BreakThrough LEadership has been working with the Personnel Committee to take feedback from the last ED evaluation and compared that up to the job description, reflections sections for both the ED and Personnel Committee to use. The biggest difference to the tool is the addition of a clear timeline for the process of this evaluation to begin earlier in the year. The tool is linked into the Agenda and Board members are invited to share feedback to Colin Orr.

### **Staff Handbook Appendix Addendum - Shannon**

This addition was an outstanding item from a discussion last year about if teachers could receive comp time after overnights. Teacher Assistants already are able to receive comp time and TAs can choose to attend overnights and then take time off within the same pay period. Teachers (including administrators, support staff, anyone exempt from overtime) can receive

one additional comp day for each overnight within the same month as the overnight as a "recoup" day.

**Motion 20230914.3**

Upon motion of AnneMarie Wess and duly seconded by Kevin Sutherland RESOLVED, to approve the appendix addendum and changes to the Staff Handbook regarding Comp Days as presented.

**Voting in the affirmative:** Tasha Stevens\*, Kevin Sutherland, Allison Shultes, AnneMarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230914.3 passed:** 4 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:**

**6. Bathroom Renovation Contract Update - Shannon Hillman**

Shannon shared with the Board some positive news regarding challenges that came up regarding pipes for the renovations of the bathrooms at Flour City Campus. A viable solution around this problem was found and 2 quotes were provided from: Cahoon Building Co., and BaseBuild, Inc. A third company, Mack of All Trades, was invited to submit a proposal/quote, but was unable to even consider the proposal until later this month due to job capacity.

**Motion 20230914.4**

Upon Motion of Kevin Sutherland, and duly seconded by Allison Shultes, RESOLVED, to approve the contract with Cahoon Building Co., for the restroom renovation project at Flour City Campus for a total of \$87,750 as presented.

**Voting in the affirmative:** Tasha Stevens\*, Kevin Sutherland, Allison Shultes, AnneMarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230914.4 Passed:** 4 to 0

**OTHER NEW BUSINESS**

**7. None.**

**EXECUTIVE SESSION**

8. Executive Session was not called at this meeting.

**OPEN FORUM**

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

Colin opened the meeting up to public comment at 7:08pm. No public comments were made.

*Future Agenda Topics:*

- Tasha Stevens recommended that the Board watch the documentary called *Right to Read* and would like to request the School/Boards have a private viewing as it explores literacy, equity and would be helpful in our work. Ashara knows the group behind the film and would be happy to make connections to enable this.

- Creating a task force into exploring facilities across both schools was requested for Shannon to start and the Board will outline suggestions for ideal qualifications for members of this task force

## **MEETING WRAP-UP**

### **10. Review Actions & Agreements - Allison Shultes**

#### **Adjournment:**

##### **Motion 20230914.4**

Upon Motion of Kevin Sutherland and duly seconded by Allison Shultes, RESOLVED, that this meeting of the GCCS Flour City Campus Board of Trustees be adjourned.

**Voting in the affirmative:** Tasha Stevens\*, Kevin Sutherland, Allison Shultes, AnneMarie Wess\*

**Voting in the negative:** None

**Abstaining:** None

**Motion 20230914.4 Passed:** 4 to 0

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