

**The Genesee Community Charter School  
Board of Trustees  
Education Governance Council  
Approved Meeting Minutes  
Wednesday, September 12, 2018  
Held at Triline Automation, 1100 University Ave**

**Members Present:** Michelle Burack, Larry Coley, Jennifer Elahi, Michele Hannagan, Nathan Hayes, Shannon Hillman, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Bold/BOT non-voting**

**Members Absent:** Christopher Dolgos

**Legal Counsel Present:** George DesMarteau

**Invited Guests Present:** Maureen Milke, Robin Blew not in attendance

Meeting called to order by Mark Schiesser at 5:40 p.m.

**Board Business**

Mark Schiesser welcomed the entire Board back for the 2018-2019 school year, and each member introduced themselves to the newest members, Michelle Burack, Christopher Dolgos and Jennifer Elahi. Mark briefly reviewed the role of the Board:

- To ensure the fiduciary success of the School
- Focus on the current students enrolled in the School
- To support the School Leader and staff
- To follow and be true to the Charter as it is written
- To uphold the School's mission
- The Board must live up to the School's expectations

**Minutes**

**Motion 180912.1\_EGC**

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, that the minutes of the June 13, 2018 be approved.

**Voting in the affirmative:** Michelle Burack, Larry Coley, Jennifer Elahi, Michele Hannagan, Nathan Hayes, Shannon Hillman, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.1\_EGC** passed 14 to 0

#### **Motion 180912.1\_BoT**

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, that the minutes of the June 13, 2018 be approved.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.1\_BoT** passed 10 to 0

#### **Motion 180912.2\_EGC**

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, that the minutes of the August 15, 2018 be approved.

**Voting in the affirmative:** Michelle Burack, Larry Coley, Jennifer Elahi, Michele Hannagan, Nathan Hayes, Shannon Hillman, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.2\_EGC** passed 14 to 0

#### **Motion 180912.2\_BoT**

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, that the minutes of the August 15, 2018 be approved.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.2\_BoT** passed 10 to 0

#### **Election of Officers**

The positions of President, Vice President, Secretary, and Treasurer are open.

**President:** Marcia Joy nominated Mark Scheisser for another term, and Jack Peltz nominated Michele Hannagan, who in turn declined. Sherita Traywick then nominated Jack Peltz. There was a call for a vote, and a showing of hands determined that it was a 50/50 split. Out of 10 voting BoT Members, 5 hands were for Mark, and 5 for Jack.

There was open discussion about the Powers and Duties of the BoT President, and what attributes each candidate would bring to the Board if elected. The discussion of President was paused while other Board business could be attended to.

**Vice President:** Sherita Traywick and Annmarie Wess nominated **Michele Hannagan** for Vice President. This nomination was accepted by all 10 voting BoT members.

**Secretary:** Michele Hannagan nominated **Michelle Burack** for Secretary. This nomination was accepted by all 10 voting BoT members.

**Treasurer:** Michele Hannagan nominated **Kevin Sutherland** for another term as Treasurer. This nomination was accepted by all 10 voting BoT members.

## **Committee Assignments**

### **Motion 180912.3\_BoT**

Upon motion of Nathan Hayes, and duly seconded by Annmarie Wess, RESOLVED, that the following BoT Members be assigned to the **Discipline Committee**: Jessica Nordquist (Chair), Larry Coley, Sherita Traywick, Molly Snell-Larch.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.3\_BoT** passed 10 to 0  
(No EGC vote required)

### **Motion 180912.4\_BoT**

Upon motion of Nathan Hayes, and duly seconded by Molly Snell-Larch, RESOLVED, that the following BoT Members be assigned to the **Personnel Committee**: Michele Hannagan (Chair), Annmarie Wess, Jack Peltz, Michelle Burack, Marcia joy, Jennifer Elahi.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.4\_BoT** passed 10 to 0  
(No EGC vote required)

### **Motion 180912.5\_BoT**

Upon motion of Jack Peltz, and duly seconded by Marcia Joy, RESOLVED, that the following BoT Members be assigned to the **Nominating Committee**: Annmarie Wess (Chair), Jessica Nordquist, Mark Scheisser, Jack Peltz.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.5\_BoT** passed 10 to 0  
(No EGC vote required)

### **Motion 180912.6\_BoT**

Upon motion of Molly Snell-Larch, and duly seconded by Nathan Hayes, RESOLVED, that the following BoT Members be assigned to the **Finance Committee**: Kevin Sutherland (Chair), Nathan Hayes, Robin Blew.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.6\_BoT** passed 10 to 0  
(No EGC vote required)

Please note:

\*It is assumed that the current President and the current School Leader are members of all committees.

\*\*Committees awaiting assignees: **Advocacy**

### **Emergency Plan Summary**

Shannon Hillman presented to the Board the Genesee Community Charter School (GCCS) Emergency Plan *Summary*. Based on a recent audit by the NYS Comptroller's Office, updates to the existing plan were needed to ensure compliance with NYS Education Department Regulations. Shannon has been working with local officials to make sure there is proper representation on the Emergency Plan Committee, updating off-site evacuation locations, and to make sure the Plan is available for public comment. Shannon will submit the plans for approval at the October 10, 2018 meeting.

### **Motion 180912.7\_EGC**

Upon motion of Michele Hannagan, and duly seconded by Sherita Traywick, RESOLVED, that the GCCS Emergency Plan be accepted for public comment.

**Voting in the affirmative:** Michelle Burack, Larry Coley, Jennifer Elahi, Michele Hannagan, Nathan Hayes, Shannon Hillman, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.7\_EGC** passed 14 to 0

### **Motion 180912.7\_BoT**

Upon motion of Michele Hannagan, and duly seconded by Sherita Traywick, RESOLVED, that the GCCS Emergency Plan be accepted for public comment.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.7\_BoT** passed 10 to 0

### **GCCS Website**

GCCS received word from its current website/host provider, EagleDream, that they wanted to drop us as a client, as the "language" used is out of date and is subject to hackers. This felt like an opportune time to update the website by possibly adding:

Class web pages

A more user-friendly Admissions page to recruit new students

More documents to keep the GCCS community better informed

Identifying GCCS as a "public face" for the Expeditionary Learning (EL) network by adding related links

Shannon Hillman, Ken Haslip, Kate Olson and Lisa O'Malley interviewed and received quotes from:

Eagledream (current provider)

Mason Digital (does RMSC website)

Sukhenko

The team is leaning towards Sukhenko, as their location is close by, the provided quote was reasonable, and Sukhenko will design *and* host the website. The Board has asked Shannon to get references for Sukhenko.

**Motion 180912.8\_EGC**

Upon motion of Mark Scheisser, and duly seconded by Annmarie Wess, RESOLVED, that the Board has approved an expenditure of \$17,000.00 for new website design and hosting.

**Voting in the affirmative:** Michelle Burack, Larry Coley, Jennifer Elahi, Michele Hannagan, Nathan Hayes, Shannon Hillman, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.8\_EGC** passed 14 to 0

**Motion 180912.8\_BoT**

Upon motion of Mark Scheisser, and duly seconded by Annmarie Wess, RESOLVED, that the Board has approved an expenditure of \$17,000.00 for new website design and hosting.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.8\_BoT** passed 10 to 0

**Student Accident Insurance**

Shannon presented to the Board an option to purchase Student Accident Insurance for minor injuries. Our broker, Tammy Pillsbury (Paris-Karwin) has quoted \$25,000.00 worth of coverage, at a cost of \$470.00 per year for GCCS. In addition to our existing Liability Coverage, the Board felt that having additional Student Accident Insurance added to our policy was a good idea, especially with the type of field work (field studies) our students are engaged in.

**Motion 180912.9\_EGC**

Upon motion of Jack Peltz, and duly seconded by Jessica Nordquist, RESOLVED, that the Board has authorized the addition of Student Accident Insurance to our policy.

**Voting in the affirmative:** Michelle Burack, Larry Coley, Jennifer Elahi, Michele Hannagan, Nathan Hayes, Shannon Hillman, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.9\_EGC** passed 14 to 0

**Motion 180912.9\_BoT**

Upon motion of Jack Peltz, and duly seconded by Jessica Nordquist, RESOLVED, that the Board has authorized the addition of Student Accident Insurance to our policy.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.9\_BoT** passed 10 to 0

### **Other Board Business**

- George DesMarteau provided the definition and purpose of the Education Governance Council to the new members.
- Nathan Hayes shared that Larry Coley was nominated Employee of the Year by the Rochester Museum & Science Center (RMSC.) Larry has been with the RMSC for 38 years.
- Shannon Hillman shared that she was able to re-negotiate a lower increase of 4% for the Food Service/Julia K Contract.
- Continued discussion of the laptop benefit for GCCS faculty. It was decided that it is better for the school to own and maintain the laptops. GCCS must make sure there is enough IT support. In addition, it was suggested that GCCS seek out educational discounts, better pricing by purchasing in bulk, and the possibility of having some purchasing power by being and EL Mentor School. The Board asked that quotes be available for review at the October 10th meeting.

### **Listening Circle**

Jessica Nordquist touched briefly on the *Listen Circles* held in the spring and fall for parents and staff. The idea behind the Listening Circles was to allow for open dialogue about Shannon's transition to School Leader, and how it will affect GCCS going forward. The Board felt that having their own Listening Circle would be beneficial.

### **Motion 180912.10\_EGC**

Upon motion of Michele Hannagan, and duly seconded by Nathan Hayes, RESOLVED, that the Board add the following meeting to its calendar, and Public Notice be sent out.

Date: Monday, October 1, 2018

Time: 5:30 p.m.

Location: Triline Automation

**Voting in the affirmative:** Michelle Burack, Larry Coley, Jennifer Elahi, Michele Hannagan, Nathan Hayes, Shannon Hillman, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.10\_EGC** passed 14 to 0

### **Motion 180912.10\_BoT**

Upon motion of Michele Hannagan, and duly seconded by Nathan Hayes, RESOLVED, that the Board add the following meeting to its calendar, and Public Notice be sent out.

Date: Monday, October 1, 2018

Time: 5:30 p.m.

Location: Triline Automation

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.10\_BoT** passed 10 to 0

### Executive Session

#### **Motion 180912.11\_BoT**

Upon motion of Jack Peltz, and duly seconded by Kevin Sutherland, RESOLVED, that the Board move into Executive Session to discuss a personnel matter.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.11\_BoT** passed 9 to 0

**\*Please note that Jenny Elahi and Molly Snell-Larch excused themselves for the remainder of the meeting.**

### Adjourn From Executive Session

#### **Motion 180912.12\_BoT**

Upon motion of Jack Peltz, and duly seconded by Marcia Joy, RESOLVED, that the Board adjourn from Executive Session and move back into open meeting.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.12\_BoT** passed 9 to 0

**\*Please note that Jenny Elahi and Molly Snell-Larch excused themselves for the remainder of the meeting.**

### Personnel

#### **Motion 180912.13\_BoT**

Upon motion of Jessica Nordquist, and duly seconded by Mark Schiesser, RESOLVED, that the Board ratify the action of Shannon Hillman regarding the personnel matter discussed in Executive Session.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.13\_BoT** passed 9 to 0

(No EGC vote required)

**\*\*Please note that Jenny Elahi and Molly Snell-Larch excused themselves for the remainder of the meeting.**

#### **Motion 180912.14\_BoT**

Upon motion of Mark Scheisser, and duly seconded by Nathan Hayes, RESOLVED, that 1099 contract with David Stapf for AV support be approved.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.14\_BoT** passed 9 to 0

(No EGC vote required)

**\*\*Please note that Jenny Elahi and Molly Snell-Larch excused themselves for the remainder of the meeting**

**Adjournment**

**Motion 180912.15\_EGC**

Upon motion of Annmarie Wess, and duly seconded by Jack Peltz, RESOLVED, that the September 12, 2018 meeting be adjourned.

**Voting in the affirmative:** Michelle Burack, Larry Coley, Michele Hannagan, Nathan Hayes, Shannon Hillman, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.15\_EGC** passed 12 to 0

**\*Please note that Jenny Elahi and Molly Snell-Larch excused themselves for the remainder of the meeting.**

**Motion 180912.15\_BoT**

Upon motion of Annmarie Wess, and duly seconded by Jack Peltz, RESOLVED, that the September 12, 2018 meeting be adjourned.

**Voting in the affirmative:** Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 180912.15\_BoT** passed 9 to 0

(No EGC vote required)

**\*\*Please note that Jenny Elahi and Molly Snell-Larch excused themselves for the remainder of the meeting**

Respectfully Submitted,

Maureen Milke

Coordinator of School Operations/GCCS

GCCS Board Minutes/September 12, 2018



