

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
Meeting Minutes
October 10, 2018
Held at Triline Automation, 1000 University Ave**

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

Bold/BOT non-voting

Members Absent: Molly Snell-Larch,

Legal Counsel Present: George DesMarteau

Invited Guests Present: Maureen Milke; Robin Blew; Laura Kraftschik and Dan Walpole (4th grade teachers); Jeanne Beutner, CPA and Melinda Perez, CPA (Heveron & Company)

Meeting called to order by Mark Schiesser at 5:35PM

Board Business

Presentation from fourth grade teachers Laura Kraftschik and Dan Walpole focused on activities undertaken to enhance growth mindset. Endeavor included a baseline assessment, with follow-up assessment planned. These efforts augment growth mindset framing already included in classroom culture and professional development activities, actively highlighting growth mindset during all aspects of work. An article about growth mindset was also sent home to families. Annemarie Wess inquired about post-graduation assessments which Shannon indicated could be included in ongoing plans to collect alumni outcomes data.

Review of Financial Audit (with Jeanne Beutner, CPA and Melinda Perez, CPA of Heveron & Company)
No material weaknesses or significant deficiencies were identified. An increase in federal grants (including Dissemination Grant as well as Title I and II funds), cuts in Charter School aid from NY state, and increased technology expense (new computer lab) were identified as items that most significantly impacted the 2017-2018 budget. Recommendations to optimize performance and minimize risk were provided, including guidance regarding compliance and recordkeeping, conflict of interest policies (compliant with the Nonprofit Revitalization Act), procurement policy compliant with Uniform Guidance for federal funds, periodic physical inventory of assets for insurance purposes, and a recommended increase in capitalization from \$1000 to \$5000.

Financial Report: (with Robin Blew)

The 2017-2018 budget was reviewed and significant changes from the prior year were discussed. Elements discussed included grant funding (Dissemination Grant & Title I/Title II^{[1][2]}), state testing costs, consulting costs (e.g. Shaun Dunwoody), paper expenses (driven largely by use of downloadable books), substitute and teaching expenses. A future agenda item was proposed to discuss goals for soliciting philanthropic donations from community benefactors.

Motion 181010.1_EGC

Upon motion of Michelle Burack, and duly seconded by Michele Hannagan, RESOLVED, that the financial audit 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, Kevin Sutherland, Sherita Traywick, Annemarie Wess, Christopher Dolgos

Voting in the negative: None

Abstaining: None

Motion 181010.1_EGC passed 14 to 0

Motion 181010.1_BoT

Upon motion of Michelle Burack, and^[3] duly seconded by Michele Hannagan, RESOLVED, that the financial audit 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 YMMDD.1_BoT passed 9 to 0

Review of 990 (with Robin Blew)

Kevin Sutherland queried whether the response to item regarding business relationships with board members (Nathan Hayes and Larry Coley both employees of RMSC and serving on the board) was indicated correctly; Robin Blew will request clarification from Heveron & Company. Note was made that Educational Governance Committee, created in the middle of FY 2017-2018, will impact who is listed in future 990 filings. Vote to approve was deferred until the November meeting once clarification is obtained regarding the business relationship item.

Minutes

Motion 181010.2_EGC

Upon motion of Michele Hannagan, and duly seconded by Nathan Hayes, RESOLVED, that the minutes of the September 12, 2018 meeting 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, Kevin Sutherland, Sherita Traywick, Annemarie Wess, Christopher Dolgos

Voting in the negative: None

Abstaining: None

Motion YMMDD.2_EGC passed 14 to 0

Motion 180110.2_BoT^[4]

Upon motion of Michele Hannagan, and duly seconded by Nathan Hayes, RESOLVED, that the minutes of the September 12, 2018 meeting 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 180912.2_BoT passed 9 to 0

Election of Board President

Mark Schiesser recapped the discussion from the October 1st meeting, with particular attention to fostering a board environment that people feel comfortable participating and speaking openly. He indicated his preference for someone else to spearhead board development efforts in the upcoming year, and withdrew his nomination for Board President. Mark proposed nomination of Michele Hannagan for President, and Annemarie Wess for the Vice President role vacated by Michele. Michele explained why she had previously declined to be nominated for President, and how the ensuing discussions influenced her willingness to reconsider. Marcia Joy endorsed Michele’s candidacy, having worked with her on the personnel committee (on which Michele has served as chair). Nathan Hayes voiced concerns that a parent representative should be considered for one of these two leadership positions, although the typically shorter tenure of parent representatives makes continuity and succession planning more challenging. Shannon Hillman reviewed some highlights of the bylaws that speak to the relationship between Board President and School Leader. Multiple board members contributed to discussion about diversity of representation in leadership.

President: Michele Hannagan was nominated by Mark Schiesser. Jack Peltz indicated he wished to remain a candidate. Out of 9 voting BoT members, there were 9 votes for Michele, and 0 votes for Jack.

Vice President: Annemarie Wess was nominated by Mark Schiesser; Jessica Nordquist was nominated by Michelle Burack. Out of 9 voting BoT members, there were 6 votes for Annemarie, and 3 votes for Jess.

Mark Schiesser provided parting remarks as he handed over Presidency to Michele. The Board of Trustees and Educational Governance Council expressed gratitude to Mark for his service.

Advocacy Committee

The Advocacy Committee will include board members as well as parent representatives to proactively engage with political challenges to charter schools, particularly focused on communicating with elected officials, and participating in charter school lobby day.

Motion 181010.3_BoT

Upon motion of Jack Peltz, and duly seconded by Jessica Nordquist, RESOLVED, that the following board members be assigned to the Advocacy Committee: Christopher Dolgos, Mark Schiesser.

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 181010.3_BoT passed 9 to 0
(No EGC vote required)

Conflict of Interest Policy

Will be mailed prior to next meeting for review

Emergency Plan

Shannon Hillman has been working closely with the Preschool Director, Janet Finch-Levy to ensure the emergency procedures are harmonized between the two organizations.

Motion 181010.4_EGC

Upon motion of Marcia Joy, and duly seconded by Mark Schiesser, RESOLVED, that the Genesee Community Charter School Emergency Plan 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, Kevin Sutherland, Sherita Traywick, Annemarie Wess, Christopher Dolgos

Voting in the negative: None

Abstaining: None

Motion 181010.4_EGC passed 14 to 0

Motion 181010.4_BoT

Upon motion of Marcia Joy, and duly seconded by Mark Schiesser, RESOLVED, that the Genesee Community Charter School Emergency Plan 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 181010.4_BoT passed 9 to 0

School Leader Update

Sukhenko was the vendor selected for the website re-design; the contract includes a non-profit discount and a support package. She will be meeting with them on October 18th.

Curriculum Night was well-attended, particularly in the younger grades. Shannon has been conducting a School Climate Survey with staff and students; she plans to share the data with the BoT at the November meeting.

Dr. Wing continues to be very accessible and has been a valuable resource to Shannon particularly with regards to state paperwork.

Jean Hurst’s work under the Dissemination grant includes relationships with 2 other charter schools. The entire staff will be attending the EL national conference in November; Shannon will report highlights at the November meeting.

[5]

Future Agenda Items/Public Comment

- Philanthropy efforts
- Board Retreat
- Listening Circle
- Personnel Committee report re: hiring practices (format, guidelines, processes)
- Conflict of Interest (November)
- School Leader update re: National conference, School Climate survey

Executive Session

Motion 181010.5_EGC

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the Board move into Executive Session to discuss a personnel matter.

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

Voting in the negative: None

Abstaining: None

Motion 181010.5_EGC passed 14 to 0

Motion 181010.5_BoT

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, 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 181010.5_BoT passed 9 to 0

Adjourn from Executive Session

Motion 181010.6_EGC

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the Board adjourn from Executive Session and return to open meeting.

Voting in the affirmative: Michelle Burack, Larry Coley, Christopher Dolgos, Jennifer Elahi, 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 181010.6_EGC passed 14 to 0

Motion 181010.6_BoT

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the Board adjourn from Executive Session and return to 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 181010.6_BoT passed 9 to 0

Motion 181010.7_BoT

Upon motion of Michelle Burack, and duly seconded by Kevin Sutherland, RESOLVED, that the Board authorize the School Leader to exercise, at her discretion, the decision to terminate the employee discussed during 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 181010.7_BoT passed 9 to 0

(No EGC vote required)

Adjournment

Motion 181010.8_EGC

Upon motion of Sherita Traywick, and duly seconded by Annemarie^[6] Wess, RESOLVED, that the October 10, 2018 meeting be adjourned.

Voting in the affirmative: Michelle Burack, Larry Coley, Christopher Dolgos, Jennifer Elahi, 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 181010.8_EGC passed 14 to 0

Motion 181010.8_BoT

Upon motion of Sherita Traywick, and duly seconded by Annemarie Wess, RESOLVED, that the October 10, 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 181010.8_BoT passed 9 to 0

Addendum: Summary of minutes to be shared with GCCS families

At the October 10, 2018 board meeting, the board reviewed the financial audit provided by Heveron & Company. No material concerns or significant deficiencies were identified. Tax documents for the 2017-2018 fiscal year were also reviewed. Overall the school's financial status is in excellent shape. Michele Hannagan was elected to serve as the Board's President and Annemarie Wess was elected as Vice President. An Advocacy Committee was formed that will engage with elected officials to proactively address challenges to charter school authorizations. Parent representatives from the school are also invited to participate in this committee—please contact Jessica Nordquist, Jack Peltz, or Michelle Burack if you are interested in participating.

Respectfully Submitted,
Michelle Burack
Secretary of GCCS Board of Trustees
GCCS Board Minutes/ October 10, 2018