

**The Genesee Community Charter School  
Board of Trustees  
Education Governance Council  
Meeting Minutes  
11/14/18  
Held at Triline Automation, 1000 University Ave**

**Members Present:** Michelle Burack, **Jennifer Elahi**, Michele Hannagan, **Shannon Hillman**, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Members Absent:** **Larry Coley, Christopher Dolgos**, Nathan Hayes, Jessica Nordquist, Sherita Traywick  
**Bold/BOT non-voting**

**Legal Counsel Present:** George DesMarteau

**Invited Guests Present:** Maureen Milke, Robin Blew, Maggie Deutschbein, Keri Gonzales

Meeting called to order by Michele Hannagan at 5:30PM

Review of process for adding agenda items

No changes were recommended. George DesMarteau recommended making a folder of core documents for new board members. Maureen Milke inquired whether documents should be distributed electronically vs. in paper form. Michele Hannagan is working with Dave Stapf to see if we can share documents via google drive. Board members would have "Read" access for documents in a folder in the school's Google drive.

Kate Olson manages website and will upload minutes to website; Michelle Burack to email final approved minutes to Kate in addition to Maureen, Shannon & Michele.

Mark requested for future agendas to schedule teacher presentation first.

*Action item:* Michele H. to follow up with Dave Stapf re: process for document sharing via Google Drive.

**Review of financials** (with Robin Blew)

Revenues on track with expectations. Full enrollment explains the increased revenues compared to last year. River room benefits surplus thought to be due to the number of part-time employees who do not have benefits expenses.

Jack Peltz confirmed that business expenses related to Dr. Wing's retirement party had been reimbursed (per Robin Blew, they were reimbursed in August).

**Minutes**

**Motion 181114.1\_EGC**

Upon motion of Molly Snell-Larch, and duly seconded by Kevin Sutherland, RESOLVED, that the minutes of Oct 1 be approved.

**Voting in the affirmative:** Michelle Burack, Jennifer Elahi, Michele Hannagan, Shannon Hillman, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.1\_EGC** passed 10 to 0

**Motion 181114.1\_BoT**

Upon motion of Molly Snell-Larch, and duly seconded by Kevin Sutherland, RESOLVED, that the minutes of Oct 1 be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.2\_BoT** passed 8 to 0

**Motion 181114.2\_EGC**

Upon motion of Mark, and duly seconded by Michelle, RESOLVED, that the minutes of October 10, 2018 be approved.

**Voting in the affirmative:** Michelle Burack, Jennifer Elahi, Michele Hannagan, Shannon Hillman, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.2\_EGC** passed 10 to 0

**Motion 181114.2\_BoT**

Upon motion of Mark, and duly seconded by Michelle, RESOLVED, that the minutes of October 10, 2018 be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.2\_BoT** passed 8 to 0

**Teacher presentation**—Maggie Deutschbein & Keri Gonzales (First grade)

Presentation centered on EL Core Practices, with learning goal of connecting teacher work to the 3 dimensions of student achievement (illustrated from EL workbook—Mastery of Knowledge & Skills, High-Quality Student Work, and Character). In a group exercise, board members matched statements printed on slips of paper to the different dimensions of student achievement.

The teachers highlighted first graders' contributions to the RMSC display on native peoples, incorporating information on currently living Haudenosaunee peoples.

**990**

Clarification re: item about the business relationship with RMSC that a question about response was raised during review at the October 10<sup>th</sup> meeting, confirmed that this item was checked "Yes" appropriately.

**Motion 181114.3\_BoT**

Upon motion of Mark Scheisser, and duly seconded by Kevin Sutherland, RESOLVED, that the 990 be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.3\_BoT** passed 8 to 0

EGC vote not needed

#### **Laptop contract**

Shannon researched additional options and has deemed a leasing option to be the best solution. She is awaiting the final quote for 20 laptops-- 17 teaching staff and 3 administrators--with Apple Care support service. (The quote provided was missing the 3 additional Apple Care subscriptions). These devices will be added to the inventory control that Dave Stapf has created for school equipment.

#### **Motion 181114.4\_EGC**

Upon motion of Michelle Burack, and duly seconded by Michele Hannagan, RESOLVED, to approve an expenditure of \$34,240 for a 3 year lease of 20 Apple laptops with Apple Care service.

**Voting in the affirmative:** Michelle Burack, Jennifer Elahi, Michele Hannagan, Shannon Hillman, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.4\_EGC** passed 10 to 0

#### **Motion 181114.4\_BoT**

Upon motion of Michelle Burack, and duly seconded by Michele Hannagan, RESOLVED, to approve an expenditure of \$34,240 for a 3 year lease of 20 Apple laptops with Apple Care service.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.4\_BoT** passed 8 to 0

Mark Scheisser excused himself for the remainder of the meeting.

#### **School leader update**

Reviewed School Work Plan (separate handout), which incorporates significant staff input. It is a four year plan, partitioned into the 3 dimensions of EL student achievement. Focus at this meeting on the Character dimension.

Reviewed the results of the Student school climate survey. Samples of text responses were shared, in addition to aggregate data. Shannon has not yet looked at responses by demographic. The instrument used came from EL and Shannon has been in communication with the person who developed it. A similar survey is planned for families.

#### **Conflict of Interest / Code of Ethics**

George Des Marteau drafted the version under review based on Statutory requirements, with particular attention to procedures to be followed when a conflict of interest is identified. (E.g. there may be times when a transaction involves an identified conflict of interest but is still deemed to be in the best interest of the school.) Process of documentation and alternatives were considered.

*Action item:* Final version to be voted on at the December meeting

### **Committee Updates**

Nominating committee: Met November 1. They are updating the committee definitions. Developing/updating process for nominating & vetting candidates; creating a list of interview questions. 2 community seats are open, and one parent rep slot will open at the end of this year. Considering change to bylaw related to timely completion of state paperwork for approval as BOT member (failure to complete this results in a missing vote).

Personnel committee: Met November 2. They reviewed the scope of the committee's work including school leader annual review, hiring process, burnout prevention, teacher absence policy, and staff handbook review. Discussed the uncertainty about benefits belonging on personnel committee vs. finance committee—clarifying vendors for established benefits vs. consideration of new benefits.

### **Board retreat**

Michele Hannagan attended the EL national conference in Philly and met with EL board leadership as well as the GCCS transition team. Michele highlighted the national recognition of our school that was evident during the conference, not well-recognized in our own community. (Planning further discussion of the EL conference at the December meeting.)

Proposed a full day retreat integrated with the school day (week day, possibly Tues Jan 8<sup>th</sup>, right before our Jan 9<sup>th</sup> board meeting), "professional development" format with business deferred to the subsequent public meeting.

Proposed activities include: team-building activities; student-led tour highlighting the unique aspects of the GCCS mission; a deep dive into the school mission, reviewing EL education in relation to how it is executed in school (similar to what staff did in August to re-ground in EL principles); review bylaws and consider revisions; discuss a framework for board member roles and board vision going forward.

Discussed potential facilitators & "Subject Matter Experts". Given upcoming charter renewal and re-credentialing for EL both in the 18-19 school year, discussed inviting Bill Gargan (parent representative during the previous Charter renewal process). Also discussed having Lisa Wing talk about school's origin story.

Desired outcomes: Board orientation packet and learning targets for board members. Board member involvement in the school community (e.g. attending community circle, exhibition nights). A board work plan that mirrors the school plan.

### *Action items:*

Shannon to confirm when the current charter expires. Michele H. to email / phone call BOT members absent from today's meeting re: retreat plan

### **Future Agenda Items/Public Comment**

- Nominating committee bylaw change to be discussed at December meeting.
- Shannon will bring proposal for budget item – technology specialist is requesting purchase of new router to facilitate device management.

Next meeting: December 12

**Adjournment**

**Motion 181114.5\_EGC**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the November 14, 2018 meeting be adjourned.

**Voting in the affirmative:** Michelle Burack, Jennifer Elahi, Michele Hannagan, Shannon Hillman, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.5\_EGC passed 10 to 0**

**Motion 181114.5\_BoT**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the November 14, 2018 meeting be adjourned.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 181114.5\_BoT passed 8 to 0**

**Addendum: Summary of minutes to be shared with GCCS families**

The board approved expense for leasing laptops for teachers. Topics related to board function were discussed including process for developing the monthly meeting agenda, and outlining content and scheduling for a board retreat. Board members learned about the dimensions of student achievement targeted by Expeditionary Learning Core Practices, and reviewed the results of the student school climate survey recently conducted by the school leader.

Respectfully Submitted,  
Michelle Burack  
Secretary of GCCS Board of Trustees  
GCCS Board Minutes/ November 14, 2018