

**The Genesee Community Charter School**  
**Board of Trustees**  
**Education Governance Council**  
**Final Meeting Minutes**  
**January 13, 2021**  
**Virtual Meeting via Zoom (Due to COVID-19)**

**Board Members Present:** **Ivelisse Gonzalez**, Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, **Elizabeth Pietrzykowski**, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Annemarie Wess (joined at 7:09pm), Lukas Wilson  
**(Bold: BOT non-voting)**

**Board Members Absent:** **Cheryl Moeller**, Mark Schiesser, Kevin Sutherland  
**(Bold: BOT non-voting)**

**Educational Governance Council Members Present:** **Maggie Deutschbein, Becki Mason, Shannon Hillman** **(Bold: BOT non-voting)**

**Educational Governance Council Members Absent:**

**Guests:** **Maureen Milke, Robin Blew**

**Legal Counsel Present:** **George DesMarteau**

**1. Welcome, Call to Order, Agenda Overview**

Meeting called to order by Michele Hannagan at 5:32 pm.  
Quorum is present.

Welcome to everybody and Happy New Year. Reminder to the group that the agenda is full tonight and resources and supporting documents can be found in the Google Drive.

**2. Greeting--*Becki Mason***

Becki Mason led the group in the greeting that the 2nd grade teachers did today. Becki shared her screen to show the group a photo with a bunch of different small objects. The goal of the greeting is for participants to introduce themselves and ask a question to try and identify the object that Becki is thinking about--sort of like a virtual version of 20 questions. Board members went two rounds greeting each other and asking questions to identify the "mystery objects"--the orange button and the tree frog!

**3. Teacher Presentation and/or Sabbatical Share**

None

**4. Review & Approve Monthly Minutes**

*Review and Approve December 2020 Meeting Minutes*

**Motion 210113.1**

Upon motion of Traci Terrance, and duly seconded by Tasha Stevens, RESOLVED, that the minutes of December 9, 2020 be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.1 passed:** 8 to 0

## **5. Finance Review/Budget Review - Robin**

Robin reported on the budget to actual review as of November 30, 2020. This month's report indicates that there are no major variances in revenue or expenditures to report since our last meeting in December 2020.

- Revenue:
  - Per Pupil Revenue: There is a variance due to movement of students between urban and suburban districts due to family choices made during the COVID-19 pandemic. Students are fluctuating between 214 and 217 in enrollment. Shannon reports that we have a large waitlist to use to fill spots and the numbers will true up as the fiscal year progresses.
  - Title I & II: Funds have now been released. Should start to see that revenue come in by the end of this month
- Food Service: Running a little differently this year because of COVID, not as much purchased as usual, likely due to remote learning versus previous hybrid. Budget is based on more purchases of food service per normal school year.
- Field Study: Nothing to report
- Administration: Nothing to report
- Instruction: Budget is always built with a little cushion. This month's report reflects a staff member being out on disability.
- Supplies: Instructional supplies are always higher in the beginning of the year; not anticipate to go higher as the year goes on.
  - COVID/ technological support supplies such as chrome books will be reflected in coming months. Printing and copying was a bit high last month and has come down since due to materials going out all at once at the beginning of the year. Finance set up a class in quickbooks that tracks COVID expenses separately to help plan the next budget. The majority of COVID expenses were long term supplies that won't result in a continuous cost over time.
- Operations: Nothing to report.
- Expenditures: \$1.132 million total, a little higher this year as compared to last due COVID and ESSER expenditures.
- Overall, the budget review reports that we are in the black, \$129,533 and that when the additional ESSER revenue comes in the bottom line will look even better. Expenditures at this last year were at \$130K.
- Balance Sheet Review: Nothing to report. Cash on hand, investments, assets all doing well with little liability.

## **6. Committee Updates**

### **a. Advocacy (Jessica Wanner)**

Updates: None

### **b. Discipline (Nolica Murray-Fields)**

Updates: None

### **c. Nominating (Annemarie Wess)**

*Open Board Position:* Shannon shared an update on Annemarie's behalf regarding the opening of a board position. Cheryl Moeller will be stepping down from her board position and thus, we are looking for a new board member. The committee is interested

in filling the seat with a community representative of a similar background or with financial experience. If you have any questions or suggestions, please let the Nominating Committee know.

d. **Personnel (Michele/Shannon):**

*Staff Handbook:* Shannon reported on page 39, section 4 of the staff handbook. A change was made to this section to clarify that GCCS is adhering to the new New York State Sick & Safe Leave law. GCCS policy is already in compliance, this change is specifically for clarification purposes.

**Motion 210113.2**

Upon motion of Michele Hannagan and duly seconded by Jessica Wanner, RESOLVED, that the staff handbook changes in regards to the New York State Sick & Safe Leave Law be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.2 passed:** 8 to 0

e. **\*Safety: (Shannon)**

*Updates:* None

f. **\*Diversity & Racial Equity: (Traci Terrance)**

*Updates:* Traci Terrance updated the board that the first meeting of 2021 is 1/14/21. Before the holiday break the co-facilitator and Traci met with Shannon to firm up the purpose of the group and to identify goals for future work. They are currently surveying the group to see what skills the members bring to the table and where they would like to focus those skills. The committee will have opportunities in Community Circle to highlight diversity and equity, possibly leading a circle or two.

**7. School Leader Update: Final Product Promotion & Remote Learning Update**

*Final Product Promotion: Digital Final Products:*

[https://docs.google.com/document/d/12JIGf45ncSB\\_jU2\\_EbR1-sz8lbp4xsqjHHvCXN6vDHs/edit?usp=sharing](https://docs.google.com/document/d/12JIGf45ncSB_jU2_EbR1-sz8lbp4xsqjHHvCXN6vDHs/edit?usp=sharing)

This document was created by staff after the Fall exhibition night to capture all of the products that were completed in the expedition. The day before holiday break there was a celebration where classroom teams shared their products with staff and parents, sharing praise.

Maggie shared her team's final product. Their expedition was about "how we are so much more," creating a directory called the "Wonder Watcher Directory" inspired by early Rochester directories. You can click on each first grader and see information about each child, including four elements of identity.

Becki shared her team's final product. Their expedition was about slavery and civil rights. Students picked a historical figure and dressed up as the figure to practice having conversations "over tea." Students introduced their figures with a script and then had an unscripted conversation. The board watched a short clip of the civil rights quotes video showing students dressed as their figures saying a chosen quote from that person.

Each of the grades are highlighted in the document and the products on the side are additional art and dance links included in the final product. Board members can add comments to tell them how great they did.

*Remote Learning Update:* The Reopening Task Force met on Monday 1/11/2021 to review numbers and data from the family survey. A survey was sent out to families about how they were going to commit to the shift in learning on February 1. Currently:

- 98 families want to go back to hybrid
- 20 families would like to stay remote

The data is showing that there will likely be slightly more in person learners back on campus come February then there was in the fall. Staff also began and are continuing discussions about how they would adjust instruction with the shift back to hybrid learning and are considering synchronous learning. This would mean students would have 5 days of new lessons and teachers would not have to repeat lessons across classes and cohorts. The Reopening Task Force is still meeting regularly and working on a plan for bringing all students back in the spring but there are still a lot of logistics to confirm before it can be shared with the staff and GCCS community. Board members express thankfulness for the staff's hard work in supporting students and families during this time.

### **Outstanding Business:**

#### **8. Approval of Corrective Action Plan (CAP) Next Steps**

GCCS received an email from the State Education Department (SED) addressing a specific line in the Corrective Action Plan asking GCCS to weigh the lottery based on the renewal conditions. A subsequent conversation was had between the School Leader, Board President & Vice President and SED representatives; that conversation was drafted into a letter per SED's request. The letter outlines the discussion and the intention of GCCS to weigh the lottery for English Language Learner (ELL) students only for the 2021 lottery this spring.

#### **Motion 210113.3**

Upon motion of Traci Terrance, and duly seconded by Tasha Stevens, RESOLVED, that the response letter to the renewal condition be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.3 passed:** 8 to 0

#### **Motion 210113.4**

Upon motion of Jessica Wanner, and duly seconded by Ryan O'Malley, RESOLVED, that the revision of the Enrollment and Admissions Policy be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.4 passed:** 8 to 0

### **New Business:**

#### **9. Follow Up from December's Meeting with Breakthrough Leadership**

In continuation of conversations had at both the December meeting with Deb Hamner of *Breakthrough Leadership*, and during Board retreats held over the past year about GCCS's

strategic planning, an opportunity has been presented to the school to continue this work in an action-oriented way. Growth is something that GCCS is interested in and replication and/or expansion of the school have been encouraged by the community and charter school authorizers in recent years. While the discussions on replication or expansion had at the December 2020 meeting were merely dreams of the future, an opportunity to consider replication now has become available. Despite being in the midst of an ongoing pandemic and a divisive time in our country and city, the time seems right to consider taking action on the replication of the successful model of GCCS.

Learning of an opportunity, Shannon began research on the request for proposal process with SUNY Charter Schools Institute. The SUNY portfolio of charter schools is impressive and features many diverse- by- design schools with really strong models. We believe their mission is a strong match to ours. The timeline for the application process is tight. SUNY has two cycles to apply; one happening now and one in the spring and it's advised that we apply in the current cycle. The timeline is as follows:

- February 2, 2021: Intent to apply
- February 16, 2021: Application due
- March 2021: Proposal review notification
- Fall 2021: Approval notification
- Fall 2022: Potential opening of the new school

GCCS would be applying for a true replication of the school and would be applying to start another K-6th grade school with classrooms of 26-28 students. The school would start with grades K-2 in the first year. Replication of the GCCS curriculum model focused on local connection and arts integration would bring additional opportunity to students in the Rochester community. Shannon shared that there is interest from the RMSC to support GCCS in their replication and to further collaborate and support their families with additional programming opportunities in STEM/science. Facilities are also possibly available on the museum campus which could help with the transition of the opening and discussions are being had with stakeholders in this regard.

Shannon paused for comment and to give the Board time to process this new information. Board members expressed excitement and positive statements around replication and being able to provide the Rochester community with additional opportunities to enroll. A clarification was made around the reason for replication instead of expansion. Shannon explained replication was preferred over expansion in order to keep the small tightly knit community that already exists at the school and to avoid logistical problems with classroom proximity that expansion creates. The overall feeling was that this was a good opportunity to move forward with the replication that had already been discussed as a hope for the school's future.

Shannon explained that Deb Hamner's original plan had been to have the conversation around replication later engaging the board with the community around the subject. With this new proposal the school needs to get the word out quickly and engage with the community to get input on the potential new school. Shannon provided dates for virtual zoom meetings that are meant to engage the community through a short presentation and discussion with interested community members. Additionally the school wants families to fill out intent to apply forms that will include comments on the school for feedback purposes. Shannon is asking that board members attend one or more of these meetings to help her engage the community.

Michele asked how we could engage ELL groups in the community. Shannon suggested promoting to daycares, headstarts, and other centers in the area. Ivelisse suggested promoting it on the Ibero radio station and daycare. Michele asked if Ivelisse would be willing to speak with

Spanish speakers on behalf of the school about this opportunity and Ivelisse agreed. The press release will go out tomorrow to make people aware of this opportunity. Luke suggested reaching out to church communities. Shannon explained that there will be a separate, but connected, facebook and twitter page for the new school. She will send out digital materials to board members to share on their social media and in other ways. Additionally, the school has been fostering a good relationship with ASL interpreters and one of the sessions will likely be ASL focused.

The board then discussed the need to develop a Task Force to support GCCS leadership in the application process. If/when the school is replicated, that Task Force will then act as a subset of the GCCS Board for the new school. That board subset will need to include approximately 5 current voting board members committed to attending meetings of the board for both the current and new school. It was decided that representatives of the Task Force, and the board subset, include members representing all parts of the Board (Family representative, alumni, RMSC representative, community representative, etc.)

Given a short timeline for the application process, GCCS reached out to Empire Charter to consult on the replication proposal. A Memorandum of Understanding from Empire Charter was presented to the board for approval per their consultation on this application. GCCS will lead the work to maintain ownership of the charter and be responsible for development of the budget.

Annemarie Wess joined the meeting during this discussion.

**Motion 210113.5**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the concept of replicating the GCCS and the formation of a Task Force to implement the SUNY RFP application process be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Annemarie Wess, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.5 passed:** 9 to 0

**Motion 210113.6**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the Memorandum Of Understanding with Empire Charter be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Annemarie Wess, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.6 passed:** 9 to 0

**Open Forum:**

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

7:18pm--Michele Hannagan opened up the meeting to public comment. No comments were made.

**Executive Session:**

**11. Personnel Matter**

**Motion 210113.7**

Upon motion of Nolica Murray-Fields, and duly seconded by Michele Hannagan, RESOLVED, that the Board move into Executive Session to discuss a personnel matter specific to reviewing salary for a long term substitute position.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Annemarie Wess, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.7** passed 9 to 0

**Motion 210113.8**

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

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Annemarie Wess, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.8** passed 9 to 0

**Motion 210113.9**

Upon motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that Breanna Knab to move from long term substitute to full-time equivalent art teacher for balance of the 2020-2021 school year as discussed during Executive Session.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Annemarie Wess, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.9** passed 9 to 0

**Meeting Wrap-Up**

**12. Review Actions and Agreements**

None to review.

**Motion 210113.10**

Upon motion of Nolica Murray-Fields, and duly seconded by Ryan O'Malley, RESOLVED, that the Board adjourn the January 13, 2021 meeting at 7:29pm.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner, Annemarie Wess, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 210113.10** passed: passed 9 to 0

Respectfully Submitted,

Allison Shultes

Secretary of GCCS Board of Trustees

GCCS Board Minutes/ January 13, 2021