

The Genesee Community Charter School
Board of Trustees
Education Governance Council
FINAL Meeting Minutes
February 10, 2021
Virtual Meeting via Zoom (Due to COVID-19)

Board Members Present: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, **Elizabeth Pietrzykowski**, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanne, Annemarie Wess
(Bold: BOT non-voting)

Board Members Absent: **Ivelisse Gonzalez, Cheryl Moeller**, Traci Terrance, Lukas Wilson
(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

Welcome to everybody! The meeting was called to order by Michele Hannagan at 5:32 pm. Quorum was not present when the meeting was called to order. Mark Schiesser and Kevin Sutherland joined at 5:33pm making quorum.

2. Greeting-*Shannon Hillman*

Warm Wind Blows: When this student greeting is done in school students stand in a big circle and respond to a prompt of "The Warm Wind Blows for..." and then the people that the prompt is true for steps into the circle. For tonight's greeting (given the winter weather!, the prompt became "The Snow Blows for.." To do this virtually, Board Members start with their cameras off, a prompt is said and for the people that the prompt applies for, they turn their cameras on. This way the group can "share " what they have been up to: skiing, participating in winter events, vaccinated for COVID-19, has Valentine's Day plans, etc.

3. Teacher Presentation and/or Sabbatical Share

None

4. Review & Approve Monthly Minutes

Review and Approve January 2021 Meeting Minutes

Motion 210210.1

Upon motion of Allison Shultes, and duly seconded by Ryan O'Malley, RESOLVED, that the minutes of January 13, 2021 be approved.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 210210.1 passed: 8 to 0

5. Finance Review/Budget Review - Robin & Kevin

Robin reported on the budget to actual review as of December 31, 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: Nothing new to report.
 - Grants: COVID grants & ESSER funds are now being reflected.
 - Title I & II: These will increase month to month as we have more expenditures for those programs as the year progresses.
- Food Service: Remains the same (lower) because of COVID and school closure.
- Field Study: None due to COVID and closure
- Administration: Expenditures are in line with budget and benefits are leveling out.
- Instruction: Nothing new to report, do have a teacher out for the rest of the year and a long-term substitute filling the role.
- Supplies: Started year out high and is starting to show a leveling out. Technology support/supplies are right on track for the month and for the year reflect higher costs due to COVID.
- Operations: Nothing new to report.
- Expenditures: Nothing new to report.
- Overall: The budget review reports that we are in the black at \$202,282 including possible depreciation at this point, ~\$136K. Capital expenditures threshold was adjusted to items of \$5K. There are no large variances between last year and this year at this point. Robin put together a summary report/budget overview document to reflect purchases made with COVID Cares & ESSER funds as a more detailed/itemized report.
- Balance Sheet Review: Healthy balance sheet. Accounts receivable is a little higher than usual for this time because of timing with RCSD. Some districts paid ahead of the January bill reflected in unearned revenue. Still seeing a gain on investments.
- Investments: Both the Vanguard & Fidelity investment accounts are both showing a gain on the statements from December 2020.

Shannon also reported that GCCS may be eligible for additional CARES funding during the summer months (July-Sept 2019) to cover expenses that were incurred for remote learning needs (technology and even professional development for remote teaching/learning) and not covered so far this year. The Finance Committee is discussing and an application is in process.

6. Committee Updates

a. Advocacy (Jessica Wanner)

Committee Name Change Update: The committee will now be called the Community Engagement committee. The committee had a well attended first meeting and are looking at member roles and committee goals.

b. Discipline (Nolica Murray-Fields)

Code of Conduct Update: The Discipline Committee is hoping to bring the Code of Conduct to the next board meeting. The committee has been focusing on level 6 offenses and ensuring that restorative practices run through the entire document. Additionally the committee is working to use language that encourages alternative discipline options and teacher managed behavior so that teachers can decelerate the situation before going to an administrator. Members are also focusing on including discipline for known outlying situations, equity, and bringing language from other documents into this one Code of Conduct.

c. **Nominating (Annemarie Wess)**

Open Board Position: The Board has two open positions with Cheryl Moeller and Ivelisse Gonzalez leaving. The Nominating Committee is looking to bring on people with strong community ties, in particular to the Latinx community. If you have any suggestions for these open positions contact Annemarie or anyone on the committee.

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

Updates: None

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

COVID & Vaccination Updates: The Personnel committee met with Shannon to create a statement to send out to families about COVID vaccinations. The statement is available in the google board folder. It states that GCCS highly recommends vaccination, but does not require it. The school is offering staff one day of rest after the vaccination in case of side effects without losing an absence day. This has already gone out to staff.

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

Updates: Jess Wanner updated the board on behalf of Traci Terrance. The committee is meeting tomorrow night. Since the last meeting the committee created an excel document with ideas and suggestions that pair with the curriculum as extra help for teachers. Erica will go over this with staff during professional development next week.

7. School Leader Update: Student Led Conferences & Hybrid Report

Student Led Conferences: Today was the first day of remote Student Led Conferences (SLC) held entirely virtually. The virtual experience was just as “magical” as the in-person student led conferences usually are! (Shannon’s two children had their SLCs today and had lots to share!) SLC’s were running all day today and feedback so far is that students came to the conferences with energy and enthusiasm. For the virtual format, the structure of the SLC was adjusted to be more “interview” style to create more opportunities for students and teachers to have conversations. Teachers shared that the shift in conversational style was a great addition to the process. Becki Mason shared that they would like to explore having SLCs more than once per year; using Zoom as a platform in addition to a regular in-person SLC.

Maggie shared on the 1st grade experience and reported that it is a little bit different with the younger students and that preparing them for SLCs has some challenges and can be stressful. However, the more casual conversational style that the Zoom platform enabled went over well with the class and overall, preparation for virtual SLCs was less stressful for teachers, students & families. The conversational format gave students great practice at question answering and gave teachers insight on the student’s personalities and their comfort level talking and sharing.

Hybrid Report: Shannon gave an update on the “instructional journey” so far this year and reminded the Board of the three scenarios that the Re-Opening Task Force laid out before the year started. GCCS has functioned in two of the scenarios: remote learning and hybrid learning. The numbers of totally remote students are decreasing now that GCCS is back in the hybrid model but continue to shift as family circumstances change and vaccines become prevalent.

The Re-Opening Task Force is now exploring Scenario 1: In-Person Instruction starting March 15 through June 23 (the entire Spring Expedition). The Task Force is using data from a Survey done in January 2021 to gauge family and interest in the shift of instruction. The Family Survey reflected that 79% of families reflected that they would be interested in returning to in-person learning. The following have been identified as three of the potential barriers:

- Transportation: This was deemed a null issue after discussions with RCSD determined that busing will be available as needed.
- Space: Facilities conversations were had with RMSC leadership to determine that space at the museum can be made available at no additional cost to GCCS for the remainder of the school year.
- Food: Shannon has had conversations with Julia K Catering and is confident that she will be willing and able to support the shift back to in-person instruction.

Staff interest and feelings on returning to full in-person learning tells a different story than the family survey data: ~50% of the staff are supportive of the move back to in-person; ~30% still have reservations but are ready to discuss. The staff that expressed apprehension have spoken with Shannon and it is believed to be rooted in the fact that this would be yet another change and that it would mean splitting up the teams of co-teachers.

In the survey, staff were also asked about their preferences regarding the number of days of instruction--4 days of instruction vs 5 days. 4-days would enable a full day on Wednesday of prep, planning and touching base with their co-teachers. Should restrictions change, the conversation about moving into a 5 day model will be addressed at that time.

A question about how classes will be spread out across spaces was asked. Starting from the top of the building and moving down:

- 6th grade would move into two classrooms in the museum (on the 1st Floor) This would be the only grade that would be out of the GCCS building.
- 5th grade will be in their room and overflow into the 6th grade room.
- For other grades, alternate spaces are being identified to turn "into" classrooms throughout the building and 4th grade will share between their room and the PE studio.
- The entire 3rd grade will move the entire class into the auditorium and will not be split up but will need to modify the space to make it feel more classroom-like and homey.
- 1st grade will split into the now open 3rd grade classroom.
- 2nd grade will expand into the RMSC ballroom
- K will be in their classroom and the lobby space using some dividers.

Discussion was had on shared bathrooms, hand-washing stations, and grouping students based on their needs in the best possible spaces. The idea of bringing on TES Subs for K-2nd to add an additional support person in each of those grade level classrooms was also discussed. The Re-Opening Task Force is fully behind their recommendation to move back into in-person learning for the spring and are ready to make the definitive decision.

Motion 210210.2

Upon motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that the school calendar be adjusted as needed for a modification of the facilities to return to in-person learning without prejudicing the annual school days requirement.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 210210.2 passed: passed 9 to 0

Outstanding Business:

8. Replication Update

The Replication Task Force has been busy and is almost ready to submit the SUNY application for replication. The process is going well and is similar to the charter renewal. There are multiple sections and pieces to complete and many of those pieces need to be merged and uploaded.

This will happen on Friday and will get merged into Epicenter. A link to a folder with materials was shared for the Board to access.

Organizational Chart: These organizational charts were created in conjunction with Deb & Steve Hamner of Breakthrough Leadership. Positions in green are shared across both schools and positions outlined in blue outlined are the “bench”, the senior staff and leadership team that could move into the Executive Directorship.

- Year 5: Many of the roles identified on this chart already exist, but a few new ones have been outlined. These new positions would include:
 - Part-time Technology coordinator
 - Math Coordinator would help with instructional coaching as well as intervention with students and support professional development across both schools.
 - Director of Community Engagement and Partnership would be in charge of strategic planning for recruiting and onboarding new staff and students and work as a liaison with the Family Association. (Only in Year 5)
 - Renaming Restorative Practice Coach as Student Culture Coordinator.
- Year 1: Similar to the Year 5 chart, the River Campus (current school) will bring new positions within their budget. A portion of the time in these positions will be spent supporting the Flour City Campus. An emphasis would be placed on reading and the implementation of expeditions and time for the Literacy Coordinators and intervention Teachers would help support Flour City.

The hiring of diverse staff into the new positions has been identified as a top priority for the team and will be working with Breakthrough Leadership for help with a strategy for recruitment. Considerations may include a sub committee to support in interviews, recruiting, etc.

Finances: The shared campuses will provide savings because the River Campus would only provide a portion of the funds in for certain positions for supporting the Flour City Campus and overall are only looking at a \$45k increase over the year. Budget Assumptions include:

- Won't receive an increase in per pupil funding across all 5 years (SUNY prefers conservative budgeting)
- Will not receive title funding for the Flour City Campus
- Administrative positions will be shared across campuses

A Yearly Budget Report was reviewed and it was recognized that there will be significant revenue of \$1 million in Charter Schools Programming funds into the budget over the first 3 years and could potentially be invited to get an additional \$250-300K in facilities support. Shannon is having another meeting with the Charter Growth Fund about additional funding and is exploring multiple avenues to find support. They have been in touch with Adrian Hale from the Chamber of Commerce about potential investors, and will explore reaching out to other resources including the Greater Rochester Health Foundation and the Farash Foundation.

Shannon shared more details about yearly revenue including the CSP funds, RCSD textbook/library support, Per Pupil Revenue that increases each year as more students attend and an increased number of total students in each classroom to 30 students. Expenditures were discussed and they reflect similarities, on a scaled version, to the current school budget and including salaries, supplies, and rent assumptions, etc. A dissolution account was recommended, but may not be needed after the merger. Overall, the 5 year budget is in the black. CSP support ends after Year 3 making Year 4 being the tightest fiscal year.

Shannon suggested that the board talk in the future about seeing if both Assistant Director positions could be hired and trained so that they would be ready within Year 1 to take on their

duties allowing for an easier transition. Additionally she suggested the board see if they can hire the Director of Community Engagement position earlier than Year 5.

Facilities: Shannon worked with RMSC Facilities, LaBella, and Joe Graves, former RMSC Facilities Director, to look at the campus and potential additions for the new school. Shannon showed a LaBella draft schematic as a potential idea for the SUNY submission. Arts spaces could be factored into various areas in the renovation. Preference is to be on RMSC campus where that facilities and security would continue to be a part of the lease agreement.

New Business:

9. Additional Temporary Employment Services (TES) Staffing

With the shift into in-person instruction a strong possibility for the spring, Shannon has requested bringing on three additional daily, regular substitute (through TES Staffing) to provide additional support for grades K-2 upon the return to in-person learning for the remainder of the school year (March 15-June 23).

Motion 210210.3

Upon motion of Jessica Wanner, and duly seconded by Michele Hannagan, RESOLVED, upon the return to in-person fund three, regular daily TES substitutes to support in the K-2 classrooms for the remainder of the school year.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 210210.3 passed: passed 9 to 0

Open Forum:

10. Future Agenda Topics and/or Public Comment

Michele Hannagan opened up the meeting to public comment at 7:33pm. No comments were made.

11. Executive Session was not called during this meeting.

Meeting Wrap-Up

12. Review Actions and Agreements

The Board will connect with Jess Wanner to help support making a basket for the Family Associations fundraiser "2020 Baskets for 20 Years".

Motion 210210.4

Upon motion of Allison Shultes, and duly seconded by Mark Schiesser, RESOLVED, that the Board adjourn the February 10, 2021 meeting at 7:40 pm.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 210210.4 passed: passed 9 to 0

Respectfully Submitted,
Allison Shultes
Secretary of GCCS Board of Trustees
GCCS Board Minutes/ February 10, 2021