

**The Genesee Community Charter School**  
**Board of Trustees**  
**Education Governance Council**

**FINAL Meeting Minutes | April 14, 2021**  
Virtual Meeting via Zoom (Due to COVID-19)

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**Board Members Present:** Michele Hannagan, Ryan O'Malley, **Elizabeth Pietrzykowski**, Allison Shultes, Tasha Stevens, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess, Lukas Wilson  
**(Bold: BOT non-voting)**

**Board Members Absent:** Nolica Murray-Fields, Mark Schiesser **(Bold: BOT non-voting)**

**Educational Governance Council Members Present:** Maggie Deutschbein, Shannon Hillman, Becki Mason **(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**

Michele Hannagan called the meeting to order at 5:35pm. A quorum is present. Welcome to all!

**2. Greeting - Shannon Hillman**

The greeting tonight came from a teaching & learning exercise introduced by Kyle, the Restorative Practice Coach at GCCS. The exercise celebrates that spring and that blooms, buds and thorns are all around us and all can live on the same plant and all are valuable. Participants were asked to share a bloom: a current excitement; bud: something exciting in the future; thorn: a frustration or challenge you are facing. Participants shared a mix of blooms, bud & thorns: from completed dissertations, frustrations with technology, challenges at work, yard work and gardening, COVID vaccinations, family moves, the joys of making music, birthdays, starting businesses, vacation, and the world returning to normal.

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

None.

**4. Review & Approve Monthly Minutes**

Review and Approve March 2021 Meeting Minutes

**Motion 41421.1**

Upon motion of AnneMarie Wess, and duly seconded by Tasha Stevens, RESOLVED, that the minutes of March 10, 2021 be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 41421.1 passed:** 9 to 0

**5. Finance Review/Budget Review; Board Designated Funds and New Positions for 21-22 School Year**

**Discussion-** Robin, Kevin & Shannon

Robin reported on the budget to actual review July 2020-February 2021:

- Revenue:
- Per Pupil Revenue: Small variance due to movement between districts and drop in enrollment by 1 student.
- Grants: COVID grants & ESSER funds
- Title I, II, & IV: Nothing to report.
- Food Service: Running behind in free and reduced but is balancing out. The variance may be due to two factors: the State website was down earlier in the year and because the

lunch count for the vendor is different this year due to COVID and is counted monthly instead of weekly.

- Field Study: Nothing to report due to COVID.
- Administration: Nothing to report.
- Instruction: Nothing to report.
- Supplies: Running heavier at the beginning of the year, but has leveled out.
- COVID Technology/ESSER Cares: Nothing new to report since last month.
- Operations: Nothing new to report.
- Marketing and Recruitment: Holding steady, will see some expenses next month.
- Expenditures: variable expenses due to capital & facilities due to RMSC, have not paid yet (paid yearly)
- Overall: Coming in in the black at \$165K
- Balance Sheet Review: Healthy balance sheet
- Investments: Investments remain steady; Vanguard report is shared quarterly; Fidelity is reported on monthly and has gone up since the end of June, but down since the Board reviewed it in January.

#### **Board Designated Funds Discussion--Shannon**

GCCS has 2.2 million dollars in investments. The Finance Committee recommends that the board makes a board designated fund of \$750,000 for designation. The designations are not permanent and could be changed at any time. This designation would show commitment to our retainer funds for this purpose and be helpful as we look for additional funding sources and donors.

#### **Motion 41421.2**

Upon motion of Kevin Sutherland, and duly seconded by Jess Wanner, RESOLVED, that the Board approve the designation of \$750,000 of investment funds for expansion.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 41421.2 passed:** 9 to 0

#### **New Positions for 21-22 School Year--Shannon**

The Finance committee has been working on a draft budget for next school year and in their thinking about fund designations for expansion, have also been thinking about necessary staff positions that will be needed to begin the process of replication. Both of these positions would be part of next year's budget for the flagship school, knowing that we may be thinking about using some of the designated funds since they will be part of the process of the Flour City Campus replication.

Two positions are being proposed to be approved for next school year. The first position is the: Assistant School Leader. This full-time position will be temporary for the 2021-2022 school year, at an approximate annual salary of \$70,000 and will be part of the leadership and administrative team. This position will work side by side with Shannon next year to get up to speed on school operations and leadership and will transition into the School Leader position at the Flour City Campus after the 2021-2022 school year. It was announced that Board member, Luke Wilson, may be interested in applying for this position and will abstain from the vote for approval.

The suggestion for the second position has come from conversations with Deb Hamner and it is recommended that the Board consider a position that has a working title of "Director of Community Engagement & Inclusion". This position would play a key role with the replication of the Flour City Campus and would be a leader in the recruitment process for staff, with particular prioritization on recruiting staff of color; student recruitment and would set a strategic action plan for inclusion and representation of our city and school community needs. They would work alongside the Executive Director and School Leaders and would be a Full Time position at an approximate starting annual salary of \$70,000.

Traci posed a question about the recruitment process for these positions; especially the Community Engagement and Inclusion position and inquired about who would have a role in hiring and what the plan for recruiting and hiring would be for these to insure inclusion for people from diverse backgrounds. Recruitment has been part of conversations within the Diversity Committee. The details for recruitment

have not been planned yet but a conversation in process and would be happy to include that committee in the process. Traci would ask to be included because it is hard to separate internal and external. Michele - want a robust and rigorous process.

### **Motion 41421.3**

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the Board approve the full-time Assistant School Leader position with the approximate annual salary of \$70,000 for the 2021-2022 school year.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess,

**Voting in the negative:** None

**Abstaining:** Lukas Wilson

**Motion 41421.3 passed:** 9 to 0

### **Motion 41421.4**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the Board approve the full-time position currently entitled Director of Community Engagement & Inclusion (temporary title) position with the approximate annual salary of \$70,000 for the 2021-2022 school year.

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

**Voting in the negative:** None

**Abstaining:** None.

**Motion 41421.4 passed:** 9 to 0

## **6. Committee Updates**

- a. ***Community Engagement (fka as Advocacy) (Jessica Wanner)***  
*Myths & Truths Document Review:* The committee developed a document on Myths & Truths about GCCS. Parts of the document were shared with the GCCS community through the Currents Newsletter, but the goal is to have all of it made available to the entire school community. This will be a working document that outlines truths and myths behind who GCCS is, what charter schools are and is a helpful document for current families and will be made available in the shared Google Drive for Board review.

- b. ***Discipline (Nolica Murray-Fields)***  
*Updates:* None.

- c. ***Nominating (Annemarie Wess)***  
*Open Board Positions:* There are two open positions on the Board and there are three potential candidates for those positions. The three candidates each bring a unique perspective--facilities: Nate Shepard, marketing and media: Annelise Frost; and fundraising and financial experiences: Josh Staff. There are currently 4 candidates for a new parent representative.

*Board Officer Nominations:* If you would like to nominate someone for a board officer position share your nominations with Annemarie and she will convene the Nominating Committee to discuss. Nominations will be brought forward at the May meeting.

- d. ***Personnel (Michele/Shannon)***  
*Recruitment & Sabbatical Updates:*  
Sabbaticals had a pause on them for 2020-2021, but there is interest for sabbaticals next year. Sabbaticals were on pause for 2020-2021 due to COVID. There is interest for sabbaticals for the 2021-2022 school year. There is surplus in the budgeted staff salaries line that can cover two sabbaticals next school year.

The committee is also proposing a mini sabbatical for teaching assistants through the Pathways to Teaching program allowing them to spend three weeks student teaching outside of GCCS working toward a teaching certification. The committee would like to approve the mini sabbatical for this year regardless of if it is used, and continue to offer them in future years.

Shannon went over the details of the sabbaticals and shared the outline documents:

- Teaching Sabbatical is 12 weeks with full pay
- The teacher completes work that helps them grow professionally
- The teacher will present the final product
- Examples include:
  - Working toward a leadership certificate
  - Taking college level math courses and spending time with a math specialist at another school

**Motion 41421.5**

Upon motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the Board approve the Teacher Sabbatical as outlined in the discussion this evening.

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

**Voting in the negative:** None

**Abstaining:** None.

**Motion 41421.5 passed:** 9 to 0

**Motion 41421.6**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the Board approve the Teaching Assistant Sabbatical as outlined in the discussion this evening.

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

**Voting in the negative:** None

**Abstaining:** None.

**Motion 41421.6 passed:** 9 to 0

The Personnel Committee has requested that the School Leader begin work on completing their narrative review as part of the School Leader Evaluation (SLE). After the June board meeting the Personnel Committee will meet to review the narrative that Shannon creates. The SLE will be presented to the Board for consideration and approval at the July meeting.

Allison Shultes left the meeting at 6:45 pm.

e. **\*Safety (Shannon)**  
*Updates:* None.

f. **\*Diversity & Racial Equity (Traci Terrance)**  
*Updates:* The committee spent time focusing on the Statement of Community and how the work they work to support or align with it and how the group can be included in all of the changes happening within the school community. The committee is also in conversation with Shannon on how to bring groups together because separate conversations are happening and the goal is to work together to make sure all voices are heard and processes are integrated and inclusive.

**7. School Leader Update: Hybrid Report; Family and Student Culture and Climate Survey Data Review; Attendance and Discipline Data Updates -Shannon**

**Family Culture & Climate Survey Data Review**

Staff Belonging:

- Majority of staff say they feel they belong at GCCS
- Staff are having conversations about sharing honest thoughts and opinions
  - Most staff meetings have been remote which changed how they were interacting with one another and being in person the last few weeks has helped to rekindle relationships and improve honest and open conversation

Student belonging:

- 197 students responded
- Most students say they have a friend at GCCS to count on and ask for help
- Most students say they have a teacher or adult at GCCS to count on or ask for help

- Many students disagreed that they felt they had to change who they are to fit in
  - There are conversations happening around this data
- Most students feel they belong at GCCS

Family Belonging:

- Completed just after February
- Majority of families say they can be open and honest with teachers
- Many agree they can be open and honest with other families
- Many feel respected and included by children's teachers
- Many feel respected and included by other families
  - Lower numbers were expected because of fewer social activities outside of school

It was suggested that the diversity committee review and discuss the disaggregated data once it is available for review.

Attendance & Discipline Data Updates

Attendance and Discipline:

- Averaging 98% attendance rates (may be slightly different at this point)
- Very few incidents that had to go to Shannon and all had restorative outcomes
- Majority of incidents were resolved in classroom or with the coaches

Shannon explained that staff and students are getting into a rhythm now that they are back to full days. They expect to see an uptick in student challenges and needs because they are back in the classroom. Michele suggested getting more information on restorative practice opinions as we look toward replication because it will be something that we will likely have an increased need for. Shannon explained statistics and information around this will be in the Board Report.

Traci Terrance left the meeting at 6:57 pm

**Outstanding Business:**

**8. Flour City Replication Update** --Shannon

Capacity/Trustee Interview

Shannon reported that the interview went very well and all participants did very well. All participating members agreed. Revisions to the bylaws and enrollment and admissions policy do not need to be reapproved. There are revisions, but the previous approval is sufficient for finalization without additional motions. Shannon received an email to call SUNY and was informed that GCCS was being recommended to the SUNY Board of Trustees for replication. The approval is not official yet, but things look good. The next meeting will be June 15th and the Board will be updated.

**New Business:**

**11. 2021-2022 School Calendar**

Shannon presented the proposed school calendar for 2021-2022:

- Aligns with the RCSD school calendar with the biggest difference in December
- 978.5 instructional hours (183 school days), above the 900 required by the State
- 3 snow days included
- 5 RCSD non-bussing days

A question was raised about how to proceed with non-bussing days. Shannon responded that we could potentially pay for bussing and Maureen added that they could get a quote for the cost.

**Motion 41421.7**

Upon the motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, to adopt the proposed GCCS 2021-2022 School Calendar as presented.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 41421.7 passed:** 7 to 0

**Open Forum:**

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

Michele Hannagan opened up the meeting to public comment at 7:13 pm. Michele suggested setting July 21st and August 18th as the summer meeting dates and there was agreement among the Board. The Board will review the 2021-2022 Board calendar and approve it at the next meeting.

**13. Executive Session** was not called during this meeting.

**Meeting Wrap-Up:**

**14. Review Actions and Agreements**

- Shannon will get a quote for 2021-2022 bussing on RCSD non-bussing days.
- Approve 2021-2022 board meeting dates.

**Motion 41421.8**

Upon the motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the Board adjourn the April 14, 2021 meeting at 7:16 pm.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess, Lukas Wilson

**Voting in the negative:** None

**Abstaining:** None

**Motion 41421.8 passed:** 7 to 0

Respectfully Submitted,  
Allison Shultes  
Secretary of GCCS Board of Trustees  
GCCS Board Minutes/ April 14, 2021