

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
Meeting Minutes
October 2, 2019
Held at RMSC Cunningham House, 657 East Avenue**

Board Members Present: , Michelle Burack, Michele Hannagan, Nolica Murray-Fields, **Cheryl Moeller**, Mark Schiesser, Allison Shultes, Kevin Sutherland, **Traci Terrance**

Board Members Absent: **Rebecca Boyle**, Marcia Joy, Jessica Nordquist, Annemarie Wess, Nathan Hayes, Sherita Traywick

(Bold: BOT non-voting)

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

Legal Counsel Present: George DesMarteau

Invited Guests Present: Maureen Milke, Robin Blew and Melinda Perez (Heveron & Comapny), Elizabeth Pietrzykowski (RMSC), Laura Kraftschick and Dan Walpole (GCCS 5th grade teachers), Laura Ballou (Family Association), Ryan O'Malley (GCCS alumnus; candidate board member)

Meeting called to order by Michele Hannagan at 5:36PM

Teacher Presentation

Fifth grade teachers discussed the looping structure. Working with students 2 years in a row helps them know at the beginning of the second year what each child needs for support. It also helps with establishing classroom culture and routines more quickly at the beginning of the year. "How do we do it?" becomes "How do we do it *with quality*?" Teachers also discussed how they help students recognize evolution and development that happens over the years as they are with the same peers year after year. They also reflected on how the timing of different expeditions within a loop impacts the implementation of the curriculum.

Family Association

Laura Ballou, current Family Association co-chair, reviewed the basic functions of the Family Association, with its primary emphasis on community-building. Transportation support is a significant focus of the Family Association, to ensure families can engage in the various FA and school activities. Currently this involves 1) Room parent support (peer-to-peer connection); 2) coordinator for Uber rides; 3) bus tickets made available to families. Other elements include starting to use name tags consistently at all events to break down barriers, and close partnership with the Diversity Committee. She discussed fundraising activities including the auction and logo wear, and provided forms for board members to participate in these efforts.

Audit

Draft report of the financial audit by Heveron & Company was reviewed. No major deficiencies were identified. Recommendations for improving processes were reviewed. Kevin Sutherland is working on

draft language to address the recommendation for updates to purchasing policy to remain in compliance with regulatory requirements. We were informed that there is no industry standard for the percentage or dollar amount for which the purchasing policy becomes applicable. Board and School Leader were also advised that the board-designated funds for escrow (in case of dissolution) required amount was increased from \$75,000 to \$100,000. Discussion about allocation of surplus funds was deferred to a future meeting.

Motion 191002.1

Upon motion of Kevin Sutherland, and duly seconded by Michelle Burack, RESOLVED, that the financial audit be approved.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Nolica Murray-Fields, Mark Schiesser, Allison Shultes, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 191002.1 passed 6 to 0

Financial review

Robin Blew reviewed the final budget for the entire 2018-2019 school year. Revenues and expenses are on track with no significant deviations identified.

Minutes

Motion 191002.2

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that the minutes of September 11, 2019 be approved.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Nolica Murray-Fields, Mark Schiesser, Allison Shultes, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 191002.2 passed 6 to 0

School Leader Update

School leader met with Tammy Pillsbury of Paris-Kirwan to review renewal of the insurance policy; last year we switched companies with favorable improvements including a lower rate. The result of the meeting was a recommendation to stay with the same company this year. Student Accident insurance is now included. Renewal policy will be reviewed by the Finance Committee at their next meeting.

The state comptroller performed an audit of our finances, as a routine scheduled regional review. Their intention is to do a general risk assessment, and a more detailed review of the school's expenses. Thus far we have received no feedback. Finance committee is already looking at their policy manual to consider revisions (including the procurement policy revision discussed above as recommended by Heveron & Company during their audit).

Enrollment: Current numbers are: Free/reduced lunch: 35% school-wide; kindergarten is 44%, 1st grade is 43%. Students with disabilities: 9% (only counts students with IEP's, not 504 plans). ESL students: 13% in kindergarten (4 of 6 incoming students) qualify for ESL support, 3% schoolwide. New ESL teacher is working with students starting in kindergarten, as well as with teachers, to support their success. Graphs of trends will be included in the Charter Renewal materials.

Student achievement data were reviewed in detail. Overall performance on ELA and math improved compared to last year. Looking at performance by demographics was also encouraging. A positive letter from David Frank also supports the favorable interpretation of achievement testing trends.

Committee

Nominating committee (Shannon Hillman)

Ryan O'Malley is a GCCS alumnus, former 6th grade student of Shannon's. He graduated college 3 years ago and now works as a bridge engineer. Nominating committee is putting him forward.

Motion 191002.3

Upon motion of Michelle Burack, and duly seconded by Michele Hannagan, RESOLVED, that Ryan O'Malley's nomination to the board be approved, pending approval by NYSED.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Nolica Murray-Fields, Mark Schiesser, Allison Shultes, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 191002.3 passed 6 to 0

Personnel Committee

Theresa Fitzpatrick would like to take the job share position (shared with Patricia Nassar), when her long-term substitute role covering for the art teacher on sabbatical ends.

School Leader is exploring the possibility of hiring a student teacher (Masters level) in an intern status to serve as long term sub covering Becki Mason's sabbatical and an anticipated maternity leave.

Motion 191002.4

Upon motion of Michelle Burack, and duly seconded by Mark Schiesser, RESOLVED, that appointment of Theresa Fitzpatrick to the job share position be approved, with salary in accordance with the previously approved salary schedule.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Nolica Murray-Fields, Mark Schiesser, Allison Shultes, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 191002.4 passed 6 to 0

Charter renewal agreement

Although the renewal has not yet been approved, a charter renewal agreement requiring board approval was received by counsel. It spells out our agreement to adhere to charter school regulations, and also includes the stipulation to increase the escrow amount for dissolution to \$100,000. Board president signature is required and must be returned ASAP.

Motion 191002.5

Upon motion of Michelle Burack, and duly seconded by Mark Schiesser, RESOLVED, that Charter Renewal Agreement be approved for President signature.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Nolica Murray-Fields, Mark Schiesser, Allison Shultes, Kevin Sutherland

Voting in the negative: None
Abstaining: None
Motion 191002.5 passed 6 to 0

Strategic planning

Board president raised the need to hold a public meeting to discuss replication and other matters relevant to strategic direction. We will likely schedule this after the charter renewal site visit next month.

Mark Schiesser excused himself for the remainder of the meeting.

Diversity Committee

The committee will be organizing the annual potluck, and is brainstorming ways to make it a more inclusive “family table” event. They are also looking at a curriculum to use in conjunction with this “family table” night, for families to participate in workshop-type activities focused on identity.

Safety Committee

Comptroller contacted the school leader regarding the changes to the school safety plan.

Charter Renewal

Site visit is scheduled for November 6&7. The agenda will be specified by the charter authorizers. Timing of board input likely will be in the late afternoon on Wednesday Nov 6th. School leader provided board members with a packet including the cover letter for the charter renewal as well as a summary pertaining to the various benchmarks required for the renewal. School leader answered questions from board members to clarify points that were unclear or unfamiliar.

Future Agenda Items/Public Comment

Future agenda items:

- Scheduling strategic planning meeting
- Surplus funds allocation (endowment vs. other options)
- School leader evaluation

Adjournment

Motion 191002.6

Upon motion of Michele Hannagan, and duly seconded by Nolica Murray-Fields, RESOLVED, that the October 9, 2019 meeting be adjourned.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Nolica Murray-Fields, Mark Schiesser, Allison Shultes, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 191002.6 passed 6 to 0

Respectfully Submitted,
Michelle Burack
Secretary of GCCS Board of Trustees
GCCS Board Minutes/ October 2, 2019