

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

RIVER CAMPUS: FINAL Meeting Minutes

April 13, 2022 | 5:30pm

Cunningham House Studio, RMSC

Board Members Present: Michele Hannagan, **Charlie Johnson**, Nolica Murray-Fields, Ryan O'Malley, **Elizabeth Pietrzykowski**, **Nathaniel Sheppard (Remote)**, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, **VACANT COMMUNITY SEAT**

Board Member Arrivals During Meeting in Progress: Annemarie Wess (Remote)

Board Members Absent: Mark Schiesser

Educational Governance Council Members Present: Shannon Hillman, Alexis Stubbe

Educational Governance Council Absent: Becki Mason

Guests: Robin Blew, Maureen Milke (remote), Christine Farrell, Kemouy Bhalai (remote), Jean Hurst & Rachel Cruise, Kristin Small (remote)

Legal Counsel Present: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:34pm. A quorum was present at the beginning of the meeting.

2. Greeting & Teacher Presentation: Intervention & Special Education Team

Jean Hurst & Rachel Cruise welcomed the Board in a greeting this evening with an activity that involved hand-eye coordination and singing. It was a hand pattern game with song lyrics "I'm Alive, Awake, Alert, Enthusiastic" with hand motions for each word. The activity brought energy and smiles and "woke us up"! Board members then went around the room and introduced themselves, sharing personal stories and thoughts on what challenges they faced when they were in school. Board members shared challenges from: math and needing extra help, anxiety, balancing workload, finding teachers that supported them, just being interested, test taking, making friends and changing schools, listening, motivation, self-advocating, art & creative outlets, science, social studies, memorizing facts, being social, etc.

This greeting transitioned well into the teacher presentation from Jean and Rachel about the work they do in regards to academic intervention and special education at GCCS. They are both part of the larger intervention team and it was shared that the growth of that team in the last few years has made a huge difference at the school. This team includes restorative practice coaches, social workers, and the academic intervention specialists.

Academic intervention at GCCS is approached in 3 tiers:

1. Strong classroom instruction
2. Modifications within the classroom to meet individual student needs
3. Small group instruction by the intervention team to work in smaller groups or one-on-one

Students that receive intervention are based on classroom teacher meetings in which they share which students are not responding, assessment is then made of students, and an individualized

instruction goal and model is developed and implemented for students. Individualized instruction is really dependent on the unique needs of each student and targeted approaches to accelerate the process so this isn't a life long process for the student. Different programs are used for different subjects—i.e. for math the *Bridges* program is used. Jean and Rachel divide up the grade levels as needed and have been aware that students at all grade levels (especially coming out of the pandemic) have unique needs. They also shared how they check-in on students throughout the year and showed a timeline with the “bands” of content (early partial to late consolidated) and checkpoints. As progress is made and that is recognized, less intervention is given but those students are monitored throughout the week as they progress. Jean and Rachel shared a sample of i-Ready data of a student that had gone through an intervention and how the process correlates to results. Data from another sample student demonstrates a chart outlining a weekly goal of reading 75 high-frequency words a week and tracking it regularly.

When students are making progress and still not “closing that gap” (Tier 3 Intervention hasn't been quite enough) they are referred to CSE to determine if they are eligible to receive additional special education services (OT, speech therapy, etc.).

Goals for next school year include:

- Embedding academic intervention time into grade level schedules (30 min per day per grade level)
- Continue to improve tracking and monitoring of who receives services and for how long
- Professional development for all teachers (culturally responsive instruction practices to support students)
- Support new systems and interventions at Flour City Campus

Jean and Rachel shared a lot of thanks to Shannon and the GCCS Community for their support during the ongoing pandemic. Questions from the Board included questions about: availability of resources for students (and parents!) during the summer, about the goals of a plan like this (to catch a student up to their current grade level so they are ending a year on target), addressing a perceived “stigma” of being pulled from class and ways to overcome that including conversations about neuro-diversity and how all of our brains work differently, how do you account for students struggling with matters that have to do with social/behaviors/emotions rather than academic challenges, what the bridge between GCCS and the students next school looks like, etc.

3. Review & Approve Monthly Minutes

Review and Approve March 9, 2022 Meeting Minutes

Motion 041322.1

Upon motion of Traci Terrance, and duly seconded by Michele Hannagan, RESOLVED, that the minutes of the March 9, 2022 meeting minutes of the GCCS River Campus Board be approved.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.1 passed: 9 to 0

4. Financial Report: February Financial Update & Revisit Board Designated Funds for Growth- Robin, Kevin & Shannon

February 2022 Financial Update

Robin reported on the budget to actual review through February 28, 2022. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue:
 - Per Pupil Revenue: Enrollment is running right along, variance is subject to end of year reconciliation with RCSD, totaling \$1,973,657.
 - Grants: Title I, II & IV (Includes ESSER & ARP): ESSER and ARP were not included in the original budget which is why that variance is bigger. Title is ~\$58K.
 - Income- Other:
- Expenses:
 - Food Service: Free and reduced portion is a bit higher than in year past (revenue reimbursed is \$61k); will review this during budget season to accommodate for this increase. Parent contributions have returned to pre-COVID levels.
 - Field Study: \$14K, anticipated ~\$24K. Final numbers will be based on timings of field studies and available scholarships for that program.
 - Administration: Nothing new to report.
 - Instruction: Nothing new to report.
 - Professional Development: Nothing new to report.
 - Supplies: Nothing new to report.
 - COVID Technology/ESSER Cares: Nothing new to report.
 - Operations: Nothing new to report.
 - Business Services: Bills to pay for Breakthrough Leadership and other assessments (Joe Curry from LaBella) payments
 - Printing & Copying: Nothing new to report.
 - Transportation: Nothing new to report.
 - COVID Expenses: Nothing new to report.
 - Capital/ Facilities: Rent is a bit under budgeted, janitorial services are higher since taking those on independently from RMSC.
 - Surplus/Deficit: Actual surplus is \$88,130 vs. Budgeted \$80,295. Budget is looking really good at this point in the year and in comparison to where we were at this point last year.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

- Assets:
 - Cash on Hand: -\$28,790 vs. \$352,456 last year; this variance is due to the Flour City Grant not coming in yet. We did dip into the line of credit and pulled the surplus the board approved last year to accommodate for this.
 - Investments: are up ~\$200K from last year at this time
 - Total Cash & Investments: \$1,350,419 vs. \$1,578,138
 - Accounts receivable: This is what is due from the districts still which is ~\$205,323.
 - Prepaid Expenses:
 - Total Assets: \$556K vs. last year \$693K
- Liabilities:
 - Accounts Payable: bills that we owe—these are paid on time
 - Equity: Nothing new to report.
 - Net Assets: Nothing new to report.
 - Board Designated Funds: Nothing new to report.
 - Net Income: Nothing new to report.
 - Total Equity: Nothing new to report.
 - Total Liabilities & Equity: \$88,131
- Investment Accounts Review:
 - Vanguard: Statements are received quarterly. From the March 2022 report, the account is lower than where we were at this point last year. (\$353,878 vs. \$553,556)

- Fidelity: Statements are received monthly. Robin will track this down and share it ASAP.

5. Committee Updates

- Community Engagement:** (*Jessica Wanner*)
None.
- Discipline:** (*Nolica Murray-Fields*)
None.
- Nominating: May Meeting Reminder & Nominations for Officers** (*Annemarie Wess*)

Annemarie shared that as the year is coming to an end it is time to think about the nomination process for next year's officers. It has been requested that we come to next month's meeting with names/nominations for officer positions and committee chair positions as well.

- Personnel: Payscale Approval, Hiring Updates, Staff Approvals** (*Michele Hannagan/Shannon Hillman*)

Payscale Approval

This scale was developed after a leadership retreat that included Shannon, Rahimah, Christine, and Kemouy. The team evaluated other districts in the area (Irondequoit, Gates, Brighton, etc...all over!). At these other districts they have pay scales/steps that were based on number of years of experience, educational degrees, and additional certifications. A new scale was developed for both teacher and teacher assistants (TAs). TA positions were harder to scale as the range of responsibilities for the position varied more and GCCS wanted teaching assistants to be able to come in at any entry level (high school, master's, post-retirement with lots of certifications, etc.) and be competitive with RCSD pay rates. Questions from the Board included: how to accommodate those "unicorn" teachers who drop in and may ask for more as this scale is noted as being a guide which establishes ranges, how does this scale impact teachers that are already in place (they have already had an increase so these are in line), what does multi-certifications mean for GCCS as a charter school –how the additional experience in other fields (literacy, special education, etc.) in addition to general education is a really valuable resource.

Motion 041322.2

Upon motion of Michele Hannagan and duly seconded by Jessica Wanner, RESOLVED, to approve the Genesee Community Charter School Entry Level Salary Scale as presented.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.2 passed: 9 to 0

Hiring Updates:

Kemouy shared that there are two long term subs in the building (Liliana Villanueva and Allison Carlson) who are currently covering Kindergarten and 2nd grade openings. Both applied for open positions, did the pre-screening, interview, and submitted to a demo lesson (just like they were external candidates) for Kindergarten classroom teacher positions. Kemouy would like to offer them both the full time classroom teacher positions – with Allison joining Liliana in the Kindergarten classroom. These are both 10 month positions.

Staff Approvals:

Motion 041322.3

Upon motion of Michele Hannagan and duly seconded by Jessica Wanner, RESOLVED, to approve Lilliana Villanueva for a classroom teacher position for the 2022-2023 school year at the annual 10-month salary of \$48,000.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.3 passed: 9 to 0

Motion 041322.4

Upon motion of Michele Hannagan and duly seconded by Ryan O'Malley, RESOLVED, to approve Allison Carlson for the classroom teacher position for the 2022-2023 school year at the annual 10 month salary of \$48,000.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.4 passed: 9 to 0

There was discussion amongst the Board about how the work with Jeris to recruit candidates of color was going so far—there have been fewer candidates than they had hoped for but he is working on pre-screening and giving weekly reports to Kemouy and Christine. It was re-iterated by the leadership team that hiring teachers of color is a top priority and the group is being very mindful about the process in regards to both recruitment and retention.

- e. ***Safety:** (Shannon Hillman)
None
- f. ***Diversity & Racial Equity:** (Shannon Hillman/Traci Terrance)
None.

6. Leadership Update: School Director Transition Plan Presentation and EL Education Mid-Year Review Summary - Shannon Hillman & Kemouy Bhalai

School Director Transition Plan:

There is a detailed transition plan in the Google Drive for the Board to review. The Personnel Committee worked with the leadership team on this and it is well detailed, comprehensive and task oriented to reach the end of responsibility release to both Kemouy and Christine.

Kemouy's plan is focused on different stakeholders and how they build culture, community and relationships. The goal of this is to gain commonalities, themes and getting information from staff and families. The work also reflects collaborative discussions with leadership about structures and systems to implement and bring multiple voices and perspectives into play. Next steps include an entry plan for next year and to have some coaching from Deb Hamner, work with Rahimah on family connections and a deeper dive into logistics and systems for next year. Kemouy shared that she is very task oriented and is working on her acceptance of things remaining un-done and moving forward. She feels like she is where she is supposed to be and feels really supported by the team.

Note: Nolica Murray-Fields left the meeting at 7:20pm and returned at 7:33pm.

EL Education Mid-Year Review Summary:

EL Education does this review with GCCS taking all of the culture and climate data collected. It culminates in a mid-year review/report and shares recommendations for next steps based on data. The recommendations are driven to keep the school on track for EL best practices.

EL is very supportive in the conversations so far. The data is from classroom walk-throughs using the EL rubric, i-Ready data, community survey results, crew walk-throughs, and incident reports. Seeing growth in mastery of knowledge and skills in math across the sub groups of students—these gains are important elements of school. One of the data points was about how we make students of color feel welcome at GCCS and the results are showing that we are seeing a gain. There will be a follow up survey to better understand why these students, staff and families are reporting this sense of belonging. 93.7% of students feel like they belong at GCCS which is a slight increase from last year. Student incident report data trends are being worked through so teachers can be supported—especially in lower grades as some students consistently display big behaviors. 95% of students participated in Student Led Conferences and reflected growth in engagement. Recommendations for mid year review: Mastery of knowledge and skills—continue to review intervention systems and team and increasing conversation between in classroom teachers and the RTI team. They will also review iReady data and work on determining other measures for student belonging.

Questions from the Board: on page 3 question there was a large percentage of 43% which is a large variance but was a few students that skewed the data, under restorative justice 62% families feel informed of decisions which seems like a low number—this may come from what level and amount of incidents are reported back to parents.

Outstanding Business

7. Officer “Job Descriptions” - Michele

This document has been put in the Shared Google Drive and Board members are invited to review this in advance of the officer nominations at next month’s meeting.

New Business

8. April 12th Recruiting Event Debrief & Discussion - Michele

Michele reported that it was successful and several folks came. Talked about what the board is and a good amount of engagement, lots of questions and conversation. One of the things asked was the application process and how many spots do we have. People can serve on committees without being on the board. Shannon already received a letter and resume from someone from the event. Shannon, Michele, Annemarie will meet with Deb to determine next steps.

9. May Meeting Reminder: Susan Gibbons in attendance, Interview Ahead, Board Only - Michele

Susan Gibbons from the Charter School Office will be at next month’s meeting and requested the Board be present at 4:30pm for discussion. Please do your best to attend the meeting.

10. 2022-2023 GCCS River Campus School Year Calendar Approval

Differences for this school year are all based on the changes to RCSCD’s transportation. GCCS River Campus has been assigned to the early tier of 7:30am arrival and 3:00pm dismissal and will create 15 minute windows for arrival to keep instruction time the same. The other big shift in order to keep an early dismissal day and have transportation is to shift the early dismissal day from Wednesday to Fridays. This will mean Professional Development time is reduced to 3 hours but the staff is working through it and discussing options for after school programming.

In the calendar as presented it states the 4 days that GCCS will NOT be providing bussing—the leadership team has been discussing financial, student, and family impact on having transportation available or not and its impact on attendance, etc. With a ~\$10,000 expense we

could revise this (with budget work and approval) to provide transportation on those days and amend the calendar as needed. There was Board discussion on how this reflects differences in equity vs. equality amongst students and families and it will be important to get data on this from families.

Motion 041322.5

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, to approve the draft GCCS River Campus School Year Calendar for the 2022-2023 school year as presented.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Annemarie Wess (Remote)

Voting in the negative: Jessica Wanner

Abstaining: None

Motion 041322.5 passed: 8 to 1

Open Forum

11. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 7:46 pm.

Future Agenda Topics:

- *SEL Presentation*
- *Budget Approval for 2022-2023 School Year*
- *Board Meeting Calendar for 2022-2023*

12. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

13. Review Actions and Agreements (*Allison Shultes*)

Motion 041322.8

Upon the motion of Michele Hannagan, and duly seconded by Nolica Murray-Fields, RESOLVED, that the Board adjourn the April 13, 2022 meeting at 7:46 pm.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.8 passed: 9 to 0

Respectfully Submitted,

Allison Shultes

Secretary of GCCS- River Campus Board of Trustees

GCCS-River Campus Board Minutes/April 13, 2022