

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

RIVER CAMPUS: FINAL Meeting Minutes

May 11, 2022 | 5:30pm

Cunningham House Studio, RMSC

Board Members Present: Michele Hannagan, **Charlie Johnson**, Nolica Murray-Fields, Ryan O'Malley, **Elizabeth Pietrzykowski**, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, **VACANT COMMUNITY SEAT**

Board Member Arrivals/Departures During Meeting in Progress: Nolica Murray-Fields at 7:00pm, returned at 7:23pm; Mark Scheisser at 7:35pm; **Elizabeth P.** at 8:15pm;

Board Members Absent: Nathaniel Sheppard, Traci Terrance, Annemarie Wess (Remote)

Educational Governance Council Members Present: Shannon Hillman, Becki Mason, Alexis Stubbe

Educational Governance Council Absent:

Guests: Robin Blew, Maureen Milke, Kemouy Bhalai, Kyle Skovira, Lauren Grimm

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 6:01 pm. A quorum was present at the beginning of the meeting. The meeting this evening started late due to the focus group meeting with the Charter representatives from NYSED.

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

Kyle Skovira (Restorative Practice Coach & Lauren Grimm (Social Worker) welcomed the Board in a greeting this evening with a "Grounding Exercise" to help the group center themselves in this space and at this moment. Kyle talked the Board through deep breathing, releasing tension spots, and gathering our body and minds together.

This greeting transitioned well into Kyle and Lauren's presentation on SEL (Social Emotional Learning) and Emotion Regulation Intervention. They opened the conversation with a question they are working through with the entire GCCS Community and that they discussed with the staff last week: What does an anti-racist and fully inclusive and multi-cultural GCCS look like, sound like and feel like? Answers include: *taking a weight off students shoulders (not having to teach their teachers, peers, etc.), giving time to process, feeling okay to ask questions, an environment of trust, recognizing and acknowledging that people have different perspectives, cultural humility & cultural competency, willing to learn and being open to the journey, it looks like challenging, being comfortable with being uncomfortable, intentionally examining systems of oppression, examining the culture and systems of the school and "who does it serve?", celebrating authentic self and identity, student empowerment, curriculum examination....* This document will be a living document that can be added to and will be used as part of a vision statement creation process by finding similarities from documents made by all stakeholders. The team has been working with C3 and in professional development about the power of language to set the environment up for success (i.e. saying this is a "Brave Space" vs. a "Safe Space".

The statistics around students with emotional and mental needs have shifted dramatically—before the pandemic 12% needed support vs. now 80% do. Kyle and Lauren shared how they have been innovative in their support for the students at GCCS by pushing into classrooms more and supporting teachers to have the resources they need. The 5th grade class had a big moment of conflict this year that needed an intervention based on social needs and changes that had been bubbling up since 3rd grade that went unresolved and resurfaced once they were back in the classroom together. Did a lot of work discussing identity and classroom culture and created trust in the students through a focus on community building for that classroom specifically. This intervention, and collaboration with PERI, they have been able to facilitate CREW, build more meaning circles and provide effective language and tools for students. Kyle and Lauren shared that having more time to share, mentor, and model their practices with teachers has been helpful and effective but there are still barriers to a sense of belonging for certain students, especially black boys, and they are looking forward to getting all staff to feel empowered and equipped in their own skills and journey. Next steps are looking at staff modeling in a small group setting and empowering teachers to manage more Tier 1 and Tier 2 level incidents in the classrooms.

There was discussion on addressing challenges of structures and bringing families into the solution as well. The team reflected on how the dynamics of their office has shifted over the course of the year—from students in and out all of the time with no way to process to now having a handful of students pop in regularly throughout the week with tools and a space to process their needs. Additional discussion was had about how we support teachers who are engaged and not just complying. Questions from the Board included:

- Is this the new normal? No, there is a pre and post-pandemic normal, this is what we have now.
- What challenges students are presenting include: anxiety, depression, struggling to be able to communicate what they are feeling, social media pressures, challenges in building relationships and friendships and regulation of responses to big or small problems.
- How do they envision the challenges of next year with a new school? Emphasis on building relationships will be an essential piece next year.
- Are there grants or funding opportunities that would support growth of the SEL Team? What would the dream team look like? A School Psychologist, working with the Center for Youth, etc. additional supports, hiring outside consultants, etc.

3. Review & Approve Monthly Minutes

Review and Approve April 13, 2022 Meeting Minutes

Motion 051122.1

Upon motion of Michele Hannagan, and duly seconded by Tasha Stevens RESOLVED, that the minutes of the April 13, 2022 meeting minutes of the GCCS River Campus Board 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 051122.1 passed: 8 to 0

4. Financial Report: March Financial Update Robin, Kevin, Shannon

March 2022 Financial Update

Robin reported on the budget to actual review through March 31, 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 \$3,025,485.
- Grants: Title I, II & IV (Includes ESSER & ARP): ESSER and ARP revenue was received in the month of March. (Expenditures had been previously reflected.)
- Income- Other:
- Expenses:
 - Food Service: Nothing new to report.
 - Field Study: Big field study in March and nothing is owed, we're caught up.
 - Administration: Nothing new to report.
 - Instruction: Nothing new to report. One staff member is still out on maternity leave.
 - 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: Nothing new to report.
 - 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: Coming in at a deficit of ~\$18,000 vs. budgeted deficit of \$38,920. May still need to pay back RCSD based on FTE at the end of 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: using a bit of credit to fund Flour City; CSP grant funds have still not come in yet. This has been looked into and it is not just our school but many other schools.
 - Investments:
 - Total Cash & Investments: \$1,409,000 vs. \$1,779,937
 - Accounts receivable: This is what is due from the districts still which is ~\$344,294
 - Prepaid Expenses:
 - Total Assets: \$556K vs. last year \$693K.
- Liabilities:
 - Accounts Payable: bills that we owe ~\$61K, these will be 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: \$1,905,812 vs. 2021 \$2,131,746
- 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 in 2021)
 - Fidelity: Statements are received monthly. From the March 2022 report, the account is slightly lower than where we were at this point last year. (\$709,817 vs. \$725,024 in 2021)
 - Withdrew \$214,886 in March 2022 to cover bills. The Board is going to follow up with the Flower City Board on getting the CSP grant funding in hand.

5. Committee Updates

- a. **Community Engagement:** (*Jessica Wanner*)

None.

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

None.

- c. **Nominating:** * **See Item #7 below*** (*Annemarie Wess*)

- d. **Personnel: Hiring & Recruitment, Organization Chart Progress** (*Michele Hannagan/Kemouy Bhalai/Shannon Hillman*)

Hiring & Recruitment Updates

Kemouy shared that she presented an offer to a candidate named Ebony Edwards and she has accepted. She is a woman of color, has been in education since 2014 with 6+ years of experience, international teaching experience and is coming from another local charter school. She expressed that GCCS is what she is looking for and is excited that she is to join the team. She found us through Recruitfront and while we have gotten recommendations from Diverse First (Jeris) no one we have liked yet.

Motion 051122.2

Upon motion of Michele Hannagan and duly seconded by Jess Wanner, RESOLVED, to approve Ebony Edwards for a classroom teacher position for the 2022-2023 school year at the annual 10-month salary of \$57,000 .

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

Voting in the negative: None

Abstaining: None

Motion 051122.2 passed: 7 to 0

Organization Chart Progress

Shannon presented an org-chart that outlines how the organization of the River Campus is currently for this school year and next. Shannon shared that she sent this to Susan and the Charter reviewers (NYSED) prior to their visit today. Shannon shared it and emphasized that this is an important year of growth (including assistant school leaders) and has been working on doing research with human resources support and Heveron to better understand how two schools would impact staff benefits, retirement, etc. This conversation was in line with the discussion had with Susan about how to split staff salaries and time and was a helpful review for the Board to understand both the current organization and the goals for the school next year. It was shared that they wanted to be really intentional about titles for staff members to help indicate who does what. It was decided that the Personnel Committee will support in reviewing if staff need new job descriptions or financial compensation based on title changes.

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

None

- f. ***Diversity & Racial Equity:** (*Traci Terrance/ Shannon Hillman*)

None

6. Leadership Update: Culture & Climate Update, NYS Testing Update, RMSC Lease Update-
Shannon Hillman & Kemouy Bhalai

Culture & Climate Update:

This will be reviewed at the June meeting.

NYS Testing Update:

This will be reviewed at the June meeting.

RMSC Lease Update: Rent negotiations with the RMSC are underway and RMSC is aware that this is a timely matter for GCCS. The request is for GCCS to use the RMSC Preschool spaces that will be vacant at the end of this school year for Administrative spaces and offices/rooms for SEL team needs. It was expressed to RMSC that the current price per square foot for the increased space is pushing GCCS's finances.

Outstanding Business

7. Nominations for Board Officers, Succession Planning with BreakThrough Leadership Proposal, Preliminary Committee Assignments- Annemarie Wess

Nominations for Board Officers:

This will be moved to the June meeting. Michele will follow up with Annemarie.

Succession Planning with BreakThrough Leadership Proposal:

The Board discussed continuing to work with Deb Hamner and BreakThrough Leadership. Board members were encouraged to bring forward new ideas and proposals in the near future to make sure we are keeping on track with our work.

Preliminary Committee Assignments: This document was shared through the Google Drive for Board members to review and reflect on what committees that would be interested in serving on next year.

New Business

8. Approval of Board Meeting Calendar for 2022-2023 School Year - Michele

Discussion was had with the Board about the proposed dates—which includes dates on the 2nd and 3rd Wednesdays of the month. This back-and-forth of weeks helps Board members who have other commitments be able to attend more meetings.

Motion 051122.3

Upon motion of Allison Shultes, and duly seconded by Jess Wanner, RESOLVED, to approve the draft GCCS River Campus Board Meeting Calendar for the 2022-2023 school year as presented.

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 051122.3 passed: 8 to 0

9. GCCS River Campus 2022-2023 School Budget Review & Approval - Shannon

The numbers at the bottom of the sheet are not necessarily correct, it doesn't shake out to zero at the bottom, but the other numbers are generally correct. The sheet includes pre-pandemic up to current and into next year. This year the student count was kept around 215, the next year was brought up to 216 as a more realistic number. Shannon reviewed the allocations in each line compared to this year for next year's numbers.

Shannon reviewed salaries and shared that it was imperative for staff to get a significant increase this year. The budget reflects this increase and demonstrates the amount coming from Flour City to support salaries (\$265K). From last year to this year the difference is ~120K less than anticipated because of the Flour City reimbursement. Increases are on a 5 point scale (2% for highest paid employees up to a 4% raise for the lowest paid employees) and includes an increase to hourly rates for both teachers and teaching assistants for summer PD time.

Shannon reviewed expenses and there are minimal changes. There was a line item added titled "School Culture Building Supplies" to identify funds for school wide celebrations to celebrate the end of the year and/or celebrations throughout the year (i.e. "Black is Beautiful" Luncheon). There is a line item titled Dissemination Activities/Grant Expenditures for ~\$49K to support the development and implementation to stimulate afterschool programming. Janitorial expenditures were increased as this year's were low and would like to work with another company. Rent estimates are based on price per square foot as they are now and negotiations for next year's lease are in the works with RMSC.

With expenses and revenue as presented the budget is still in the red by ~\$182,084. There were conversations about how grant expenditures would be planned for in future years, and how we could add in the Math Coordinator position that is desperately needed and other changes that were discussed. Discussion was had about what percentage of investment funds (right now it is 7%) could be released to help close the gap, how to utilize the funds for afterschool programs differently, re-negotiate rent, etc.

The Board had a long discussion on if they are ready to vote on this budget as presented given the deficient and the potential impact on the schools investments. It was decided that the Board is not ready or able to vote on the budget as presented and will plan to hold a separate meeting to vote with revisions and more information on: more definite number for rent from RMSC, resolution to the \$49K grant funding, curriculum specialist salary increase from 10-12 month position, expenses for Board development.

10. Board Self-Evaluation Review

This will be reviewed at the next meeting. The Board was reminded to complete the survey that was sent out via email as a Google Form earlier this week.

Open Forum

11. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 9:12pm.

Future Agenda Topics:

- 2022-2023 Budget Vote
- Nominations for Board Officers
- Culture & Climate Update
- NYS Testing Update

12. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

13. Review Actions and Agreements (Allison Shultes)

Action Items:

- Discuss CSP grant funding with Flour City and take actions to connect with State Legislature and SUNY for why we haven't received it yet
- Michele will reach out to AnneMarie to secure what the slate of nominations for officers are to present to the Board prior to the next Board meeting in June.
- The Board will meet again on Wednesday 5/18 at 5:30pm for a Special Meeting to vote on the Budget.

Motion 051122.4

Upon the motion of Michele Hannagan, and duly seconded by Nolica Murray-Fields, RESOLVED, to recess the meeting at 9:16pm to reconvene on Wednesday, May 18, 2022 at 5:30pm.

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

Voting in the negative: None

Abstaining: None

Motion 051122.4 Passed: 7 to 0

Respectfully Submitted,

Allison Shultes

Secretary of GCCS- River Campus Board of Trustees

GCCS-River Campus Board Minutes/May 11, 2022