

**The Genesee Community Charter School  
Board of Trustees  
Education Governance Council  
DRAFT Meeting Minutes  
June 10, 2020  
Virtual meeting via Zoom (Due to CoVID-19)**

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

**Board Members Absent:** Cheryl Moeller, Traci Terrance

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

**EGC Members Absent:** Maggie Deutschbein

**Legal Counsel Present:** George DesMarteau

**Invited Guests Present:** Maureen Milke, Robin Blew (financial consultant); Alexis Stubbe, Chris Dolgos, and Melissa Jones (6th grade teachers); 6th grade students: Ella Cullum, Max Salinas-Miner, Alex Stevens, Luisa Brooks, Charlie Doell

Meeting called to order by Michele Hannagan at 5:30PM

**6th Grade Presentation**

Sixth grade four cities trip focused on restorative practices, visiting EL network schools with various programs in this theme. In addition to preparing the final presentation for the board, students were working on their final passage presentations. Students shared why they felt like this expedition work was important. One student discussed two examples of work between classes; these stories supported the notion of crews that include students in multiple grades as a way to cultivate relationships and thereby reduce conflict. Another student discussed how circles were helpful for resolving conflict during recess. Opportunities to standardize practices, such as how circles are conducted, were also identified. After-school clubs was another opportunity identified to cultivate community among students. Board members asked clarifying questions about after school clubs and crew. Crew is an EL structure to intentionally create school culture and build relationships; ideas for how to implement this at GCCS are under discussion. The Discipline Committee members, Jess Nordquist and Nolica Murray-Fields, thanked the students for their diligence in creating high-quality work that can be shared with other schools, the passion with which they spoke to the issues at stake. The students concluded by asking the Board to revise the documented Code of Conduct to be fully aligned with Restorative Practices.

**Motion 200610.1**

Upon motion of Michele Hannagan, and duly seconded by Michelle Burack, RESOLVED, that the Discipline committee revise the code of conduct to incorporate Restorative Practice principles researched by the 6th grade class.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.1** passed 10 to 0

MOtion to consider from Discipline committee a revised code of conduct based on 6th grade research. MH move, MB seconds.

### **Minutes**

#### **Motion 200610.2**

Upon motion of Annemarie Wess, and duly seconded by Marcia Joy, RESOLVED, that the minutes of {} be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.2** passed 10 to 0

### **Finance Review** (Robin Blew)

Per-pupil revenue shortfall is exactly what was forecast based on lower per-pupil reimbursement. Outstanding payments include some Title funds and Teacher on Special Assignment contract. Contractor costs are listed under Business Services. Site Seminar funds were not listed in the designated section but were included under Income. Year end is forecast to be ~\$50,000 in the black; this includes most of the pre-payment of expenses for next year that were previously discussed. Chromebook purchase is not included in this surplus forecast. Value of the investment portfolio has stabilized.

### **Lease Addendum**

Finance committee and Mark Schiesser reviewed the lease agreement. Security costs are not related to the expansion into the basement space, and therefore this was requested to not be included in the lease addendum and address it (and other legacy agreements) with the next lease renewal. SL measured the lower level, less than originally quoted. Lower level is needed for the summer, so not effective until September. Although some board members felt the discount was less than desirable given the quality of the space

#### **Motion 200610.3**

Upon motion of Jess Nordquist, and duly seconded by Kevin Sutherland, RESOLVED, that the Lease Addendum for adding use of basement space be approved at the rate negotiated by the School Leader.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** Michelle Burack, Mark Schiesser

**Abstaining:** None

**Motion 200610.3** passed 10 to 2

### **Accounting Manual Revisions** (Finance committee)

Updates to accounting manual include items addressing the State Comptroller's audit. Some out-of-date language (e.g. referring to toll calls from hotels) was removed. Heveron Audit was also reviewed as these changes were made. For many of the items that were cited in the audit, procedures had already been updated.

#### **Motion 200610.4**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the revisions to the Accounting Manual be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.4** passed 10 to 0

#### **State Comptroller Financial Audit Response**

Reviewed with Heveron & Co. There were some items that were incongruent with our internal audit from Heveron. Some changes were made based on this review, especially some elements that were deemed "inadequate" but no recommendations could be made for how to modify practices to deem compliant. Some recommendations, such as board review of each credit card expenditure, was deemed unreasonably burdensome.

#### **Motion 200610.5**

Upon motion of Michelle Burack, and duly seconded by Kevin Sutherland, RESOLVED, that the response to the State Comptroller audit be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.5** passed 10 to 0

#### **Committee reports**

*Nominating Committee (Annemarie Wess)*

#### **Motion 200610.6**

Upon motion of Annemarie Wess, and duly seconded by Jessica Nordquist, RESOLVED, that Lucas Wilson be approved for membership on the board for \_\_ year term, replacing \_\_, pending approval by NYSED.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.6** passed 10 to 0

#### **Motion 200610.7**

Upon motion of Annemarie Wess, and duly seconded by Nolica Murray-Fields, RESOLVED, that Ivelisse Gonzalez be approved for membership on the board for \_\_ year term, replacing \_\_, pending approval by NYSED.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.7** passed 10 to 0

#### **Motion 200610.8**

Upon motion of Michelle Burack, and duly seconded by Annemarie Wess, RESOLVED, that the board acknowledge election of parent representatives to the board by the Family Association, Tasha Stevens (for one year term) and Jess Wanner (three year term), pending approval by NYSED.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.8** passed 10 to 0

Committee assignments were reviewed.

Deb Hanmer and Nominating Committee have been working on an on-boarding manual. Table of Contents was reviewed by the Board. A board member asked for addition of a page summarizing the different accountability stakeholders (e.g. Charter Authorizers, EL Education, etc) and what the reporting mechanisms for these various stakeholders looks like (for which the Board oversight is an essential activity). The board acknowledged that this will be a living document, with revisions as needed to meet the needs of the board and nominating committee.

#### **Motion 200610.9**

Upon motion of Michele Hannagan, and duly seconded by Nolica Murray-Fields, RESOLVED, that the board acknowledge election of parent representatives to the board by the Family Association, Tasha Stevens (for one year term) and Jess Wanner (three year term), pending approval by NYSED.

**Voting in the affirmative:** Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** Michelle Burack

**Motion 200610.9** passed 9 to 0

#### *Personnel committee*

Erica Dooley, currently our English as New Language. She was working in another school district doing math intervention as well as ENL.

#### **Motion 200610.10**

Upon motion of Michele Hannagan, and duly seconded by Michelle Burack, RESOLVED, that Erica Dooley be scaled up from part-time to full-time position to support both ENL and math intervention.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.10** passed 10 to 0

#### **Other contracts**

##### *Board Development Consulting*

A board member asked if the dollar amount necessitated competitive bidding. Kevin clarified that our prior bids for consulting on the subject of board development meets the accounting manual's procurement policy requirements. The specific focus of this consultant on Strategic Planning focused on the identity and mission threats posed by the renewal decision surrounding Benchmark 9 necessitates

this personal level of consulting support, in contrast to the more generic board support in the other two quotes.

**Motion 200610.11**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the contract for

**Voting in the affirmative:** Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** Michelle Burack and Jessica Nordquist

**Motion 200610.11** passed 8 to 0

*Food Service*

Slight increase in meal cost (3.5%), keeping up with cost increases. SL reviewed prior years' increases and it has fluctuated year to year. The provider has given excellent support with distributing meals through CoVID closures.

**Motion 200610.12**

Upon motion of Annemarie Wess, and duly seconded by Kevin Sutherland, RESOLVED, that the food service contract be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.12** passed 10 to 0

*Legal Counsel*

**Motion 200610.13**

Upon motion of Michelle Burack, and duly seconded by Annemarie Wess, RESOLVED, that the contract with George Desmarteu for legal services be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.13** passed 10 to 0

*Accountant*

**Motion 200610.14**

Upon motion of Kevin Sutherland, and duly seconded by Michelle Burack, RESOLVED, that the contract with Robin Blew for accounting services be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.14** passed 10 to 0

*IT Specialist*

**Motion 200610.15**

Upon motion of Annemarie Wess, and duly seconded by Mark Schiesser, RESOLVED, that the contract with Ken Haslip and Spectrum Solutions be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.15** passed 10 to 0

#### **Corrective Action Plan**

Call with Susan Gibbons to review Corrective Action Plan regarding deficiencies for Benchmark 9. The question was raised multiple different ways regarding what targets we will be held to going forward. "Good Faith Efforts" has not been quantified in any way. The CAP was reviewed by Susan and she was in agreement with the contents presented to the board. A weighted lottery was discussed and is included as something the board will consider. She made clear that we are not required to do a weighted lottery. We will have a mid-point renew in the 3 year renewal interval. A board member asked if Susan spoke about expansion

#### **Motion 200610.16**

Upon motion of Annemarie Wess, and duly seconded by Michelle Burack, RESOLVED, that the Corrective Action Plan for Benchmark 9 be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.16** passed 10 to 0

#### **Board of Trustees Meeting Calendar 2020-2021**

#### **Motion 200610.17**

Upon motion of Annemarie Wess, and duly seconded by Jessica Nordquist, RESOLVED, that the 2020-2021 meeting calendar be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.17** passed 10 to 0

#### **Chromebook purchase**

Proactive purchase of enough chromebooks for the entire school, anticipating possible continued distance learning. Currently enough for grade 4-6. Additional money for one classroom's worth already in the budget. Grant proposal through Community Foundation, technology for equity. Chromebooks for K-2, plus one per classroom charging cart, and carrying cases. Requesting to use surplus funds to purchase these devices if the grant is not awarded. Proposal for 11 inch Chromebooks with warranty from Spectrum. There was discussion of approval for additional funds as a contingency for My-Fi units for students who lack adequate internet access at home.

#### **Motion 200610.18**

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, that the board approve expenditure of up to \$40,000 of surplus funds for Chromebooks and accessories deemed by the School Leader to be necessary for student support.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.18** passed 10 to 0

#### **Year-End Board Report**

Issues of equity were woven throughout the domains of the report. CoVID gave the school teachers and staff an unprecedented view of students' lives. Achievement data was shared from September to February. Due to the early school closure, typical standardized assessments such as i-Ready and NYS exams were cancelled. Shannon and her staff will work to assess students formally when they return in the fall. The School Leader wove the theme of "renewal" into her report of the school year.

#### **Future Agenda Items/Public Comment**

The Board President acknowledged the departure of Michelle Burack, Jessica Nordquist, and Marcia Joy. The long duration exceptional service of Marcia Joy was highlighted by the board.

#### **Adjournment**

##### **Motion 200610.22**

Upon motion of Jessica Nordquist, and duly seconded by Michele Hannagan, RESOLVED, that the June, 2020 meeting be adjourned.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Marcia Joy, Nolica Murray-Fields, Jessica Nordquist, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200610.22** passed 10 to 0

Respectfully Submitted,  
Michelle Burack  
Secretary of GCCS Board of Trustees  
GCCS Board Minutes/ June 10, 2020