

**The Genesee Community Charter School - River Campus**

**Board of Trustees**

**Education Governance Council**

**FINAL Meeting Minutes | July 14, 2021**

*Cunningham House, RMSC Campus*

---

**Board Members Present:** Michele Hannagan, Traci Terrance, Kevin Sutherland, Allison Shultes, **Elizabeth Pietrzykowski**, Ryan O'Malley, **Joshua Stapf**, **Charlie Johnson (Bold: BOT non-voting)**

**Board Members on Zoom:** Nolica Murray-Fields, Annemarie Wess, Tasha Stevens, Mark Schiesser

**Board Members Absent:** Jessica Wanner, **Nathaniel Sheppard (Bold: BOT non-voting)**

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

**Educational Governance Council on Zoom:** Lisa O'Malley (Bold: BOT non-voting)

**Guests:** Maureen Milke, Robin Blew

**Legal Counsel Present:** George DesMarteau

**1. Welcome, Call to Order, Agenda Overview: Welcome New Members!**

Michele Hannagan called the meeting to order at 6:02 pm. A quorum is present.

**2. Greeting: Chatbox Topic**

The greeting this evening was a round robin introduction from all members so that the group can meet everyone and welcome the new members of the board including Joshua Stapf, a new Community Representative, and Charlie Johnson, the new Parent Representative on the Board.

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

None.

**4. Review & Approve Monthly Minutes**

*Review and Approve June 9, 2021 Meeting Minutes*

**Motion 071421.1**

Upon motion of Traci Terrance, and duly seconded by, Ryan O'Malley RESOLVED, that the minutes of the June 9, 2021 meeting of the Board be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.1 passed:** 9 to 0

**5. Financial Report -Robin, Kevin & Shannon**

*May 2021 Financial Review*

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

- Revenue: Revenue is at \$2.762 million right now.
- Per Pupil Revenue: Nothing to report.
- Grants: Had an additional grant for \$28K come through for additional substitute services support through TES and it is now reflected. These services were used when the school returned to in-person learning in March and had additional substitute teaching assistants supporting in the classrooms.
- Title I, II, & IV: Nothing to report.
- Food Service: Nothing to report.
- Field Study: Nothing to report.
- Administration: Nothing to report.
- Instruction: Nothing to report.

- Supplies: Some minor additional expenses.
- COVID Technology/ESSER Cares: Nothing to report.
- Operations: Nothing to report.
- Capital and Facilities: Will have the final bill from the RMSC that should be coming soon and is needed for the year-end audit.
- Marketing and Recruitment: Nothing new to report.
- Expenditures: Nothing new to report.
- Overall: Rough draft, the year end looks to have a surplus around \$32,000 and it might increase a little.
- Balance Sheet Review: Good cash flow.
- Investments: Have increased..

The family association is giving GCCS \$10K to fix/upgrade the playground. A full fix of the playground is estimated at \$75K, so this will help with some of the fixes. RMSC representatives suggested getting a donation of mulch, but Shannon doesn't know where this stands. The playground is shared between GCCS and RMSC, and GCCS does not lease it, but an agreement of its use is being solidified. A discussion was had about rolling the playground costs into the fundraising for the facilities as the current playground wouldn't be big enough for both schools. It was suggested that the Board determine if the fundraising is happening as the institution versus the school in order to roll in different needed expenses.

## 6. Committee Updates

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

*Director of Family & Community Engagement position:* Shannon provided an update and shared that they have a candidate they would like to hire for the Director of Family & Community Engagement position. The candidate, Rahima Winn, comes from a background in social services and child protective services and has been working at RCSD in community and parent engagement. Charlie, Traci, Lisa, Kyle, and Shannon participated in the interview process which mirrored the teacher interview process that happens in two parts. The screening interview included hard questions around diversity, equity, and inclusion and the second interview included presenting the candidate with school and student body information and data to let them draw their own conclusions and action plans.

### b. **Discipline** (Nolica Murray-Fields) *Code of Conduct and Family Handbook Updates:* Code of Conduct

The Discipline Committee worked with 6th graders on developing the code of conduct and family handbook. The class of 2020 6th graders worked on their final project on restorative practices and the handbook is the final result. This document outlines how the GCCS River Campus approaches discipline at the school which includes levels of student created harm up to level 4 and who at the school manages each of those levels. There is a glossary at the end defining terms as a reference for families. This code of conduct, titled the Community Guide to Responsive Discipline is embedded in the family handbook.

A discussion was had about the difference in language between the Community Guide to Responsive Discipline and the safety plan which names a zero tolerance policy. Shannon explained that a lot of conversation was had around this and the district wants to see a zero tolerance policy for physical contact offenses. The school has added extra layers of information so that the policy does not mean an automatic removal of the student, but rather they go to level 4 with administrative management of the issue.

There were also board suggested changes including the addition of transphobia under forms of harassment and edits to the short-term suspension section that references a paragraph that has been stricken because the content was moved. This will be rolled out to staff at the August professional development and to families in the handbook that will also go out in August.

## **Motion 071421.2**

Upon motion of Michele Hannagan, and duly seconded by Nolica, RESOLVED, that the Community Guide to Responsive Discipline that serves as the Code of Conduct for GCCS be approved with addition of transphobia to the forms of harassment section and changes to the short-term suspension section that reference the paragraph that is stricken out.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.2 passed:** 9 to 0

*Family Handbook:* Revisions to the Family Handbook includes new pieces relating to COVID-19 in the Health Section that includes flexible language should the CDC change their regulations. The revisions also include updates to be in compliance around how complaints from caregivers are handled which includes having up to date contact information available. With the embedding and inclusion of the Community Guide to Responsive Discipline in the revised Family Handbook, the handbooks sections and placement of certain topics were re-arranged. There are also additional updates and revisions to the section about snacks due to parent feedback and the wording was modified to include the encouragement of healthy snack donations while acknowledging that not all families have access to certain snacks. The data policy information was included in the Family Handbook as well.

**Motion 071421.3**

Upon motion of Nolica Murray-Fields, and duly seconded by Tasha Stevens, RESOLVED, that the GCCS Family Handbook 2021-2022 be approved.

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

**Voting in the negative:** None

**Abstaining:**

**Motion 071421.3 passed:** 9 to 0

c. ***Nominating*** (Annemarie Wess)  
None.

d. ***Personnel*** (Michele/Shannon)  
*New Hires & School Leader Evaluation:*

*New Hires:* The Board considered 5 new hires for the following positions: Director of Family & Community Engagement, Art Teacher, 2nd Grade Teaching Assistant, 2nd Grade Long-Term Substitute, and 5th Grade Long-Term Substitute.

*Director of Family & Community Engagement:*

**Motion 071421.4**

Upon motion of Michele Hannagan, and duly seconded by Allison Shultes, RESOLVED, that Rahima Wimm be approved as the Director of Family & Community Engagement in accordance with the approved salary schedule.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.4 passed:** 9 to 0

*Art Teacher:*

Vanessa Petrella is an art teacher with a certification in K-12 art, special education, and childhood education. She has been teaching in the classroom, but this will be her first art teacher position. She has a great skill set and is bilingual in Spanish and English.

**Motion 071421.5**

Upon motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that Vanessa Petrella be approved in the position of Art teacher in accordance with the approved salary schedule.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.5 passed:** 9 to 0

*Teaching Assistant:*

Lincoln Augustine has been connected with GCCS for some time. He worked with the students when he was interviewed as part of the student work on immigration. Lincoln would take the place of Theresa Fitzpatrick who is leaving for other opportunities.

**Motion 071421.6**

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that Lincoln Augustine be approved in the position of Teaching Assistant for 2nd grade in accordance with the approved salary schedule.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.6 passed:** 9 to 0

*Long-Term Substitutes:*

Three GCCS staff members will be out on maternity leave during the 2021-2022 school year. One is in 5th grade, the second is in 2nd grade, and the last is yet to be announced officially. Two long-term substitutes have been identified, Allison Carlson for 2nd grade and Katie Rogers for 5th grade. Both Allison and Katie have worked with GCCS in some capacity and come highly recommended.

**Motion 071421.7**

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that Allison Carlson be approved in the position of 2nd grade long-term substitute in accordance with the approved salary schedule.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.7 passed:** 9 to 0

**Motion 071421.8**

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that Katie Rogers be approved in the position of the 5th grade long-term substitute in accordance with the approved salary schedule.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.8 passed:** 9 to 0

The Personnel Committee is still in the process of hiring a first grade teacher and the assistant school leader position with the possibility of hiring two assistant school leaders. They are halfway through the interview process on both.

*School Leader Evaluation:*

Shannon reflected on the process of the evaluation and expressed appreciation for having the July Board meeting to talk through the evaluation based on information presented at the previous meeting. She explained that the highlighted sections are things that have changed from the previous year and that much of that was due to COVID. The culture was hard because of the pandemic and she felt that the changes were things she was comfortable with and that overall she felt accomplished with her 3rd year as school leader.

The board expressed appreciation for Shannon's leadership and transparency over the last year as she navigated through the pandemic and starting a new school. The Personnel Committee expressed full-faith in Shannon's leadership and the work she is doing, and the Board echoed those sentiments. When asked how the last year has helped her grow as a leader, Shannon responded that it has helped her focus on where the school's priorities should be and holding true to the school's key design elements. The board thanked Shannon for her work over the past year and gave her praise for all she has accomplished.

**Motion 071421.9**

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the School Leader Evaluation for 2020-2021 be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.9 passed:** 9 to 0

e. **\*Safety (Shannon)**

*District Safety Plan:* The District Safety Plan was brought forth for public comment, starting the 30-day clock prior to approval at the August meeting. Michele opened the safety plan for public comment at the meeting and for the next 30 days. The Safety Committee will be convened in the meantime and additions will be made to the plan based on safety plan training.

f. **\*Diversity & Racial Equity (Traci Terrance)**

*None.*

**7. School Leader Update:**

*None.*

**Outstanding Business:**

**8. Approve 2021-2022 Vendor Contracts**

The contracts for the Legal Counsel and Accountant will be considered and approved at the July meeting of the Board.

**Motion 071421.10**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the contract with DesMarteau & Beale Attorneys at Law legal services be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.10 passed:** 9 to 0

**Motion 071421.11**

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

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.11 passed:** 9 to 0

**Motion 071421.12**

Upon motion of Kevin Sutherland, and duly seconded by Ryan O'Malley, RESOLVED, that the contract with Hevron & Company for independent accountant and consulting services be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.12 passed:** 9 to 0

**9. Lease Agreement Updates**

Shannon Hillman, Kevin Sutherland and Mark Schiesser met with RMSC's President & CEO, Hillary Olson, VP of Institutional Advancement, Lisa Ireland, and Director of Facilities, Tom Gleason to discuss GCCS's initial fears about the Lease Agreement which was initially proposed as a 1-year renewal versus a 5-year renewal and what would happen if the lease was shortened. It was discussed that the shorter lease was proposed due to the potential changes underway with the replication of the new Flour City Campus. There was also discussion regarding janitorial services into the agreement and how the RMSC could support the

school in this need; around splitting cost for playground equipment and maintenance; additional burden on the RMSC Security for supporting the school; and the use of Museum spaces by GCCS and how to manage staffing for those events. The process of updating the Lease Agreement is delayed due to staff turnover at the RMSC but the process is underway and both stakeholders are feeling optimistic about the renewed agreement.

**New Business:**

**10. Draft 2021-2022 School Calendar Approval (with Juneteenth Revision)**

**Motion 071421.13**

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the draft version of 2021-2022 School Calendar as presented with revisions to include Juneteenth as a holiday, be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.13 passed:** 9 to 0

**Open Forum:**

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

Michele Hannagan opened up the meeting to public comment at 7:36 pm. No public comments were made.

*Future Agenda Topics:*

*August Agenda:*

- How do we re-engage with strategic goals and Board work with Deb Hamner
- Board Committee Assignments

**12. Executive Session**

Executive Session was not called during this meeting.

**Meeting Wrap-Up-Allison Shultes**

**13. Review Actions and Agreements**

**Motion 071421.14**

Upon the motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the Board adjourn the July 14, 2021 meeting at 7:40 pm.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 071421.14 passed:** 9 to 0

Respectfully Submitted,

Allison Shultes

Secretary of GCCS- River Campus Board of Trustees

GCCS-River Campus Board Minutes/ July 14, 2021