

**The Genesee Community Charter School
Board of Trustees
Education Governance Council
Meeting Minutes
January 9, 2019
Held at Triline Automation, 1000 University Ave**

Members Present: Michelle Burack, *Christopher Dolgos, Jennifer Elahi, Michele Hannagan, Shannon Hillman, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Sherita Traywick, Annemarie Wess*

Members Absent: **Larry Coley**, Nathan Hayes, Marcia Joy, Kevin Sutherland,
(Italics: EGC; Bold: BOT non-voting)

Legal Counsel Present: George DesMarteau

Invited Guests Present: Maureen Milke, Robin Blew

Meeting called to order by Michele Hannagan at 5:35

Teacher Presentation

Chris Dolgos and Alexis Stubbe discussed co-teaching, which has been an element of the school's design since the beginning. Some teachers divide math & ELA (specialize topics), others alternate. Ongoing professional development work using a marriage counseling model to facilitate productive relationship. Board members reviewed a document from EL outlining different methods for co-teaching and shared reflections on the various pros and cons of the different styles, including how team teaching integrates with student-led instruction as well as interventions for at-risk students. Board members also heard from the school leader about resources and protocols that facilitate team functioning, and reviewed interventions typically followed when teams are not thriving.

Minutes

Motion 190109.1_EGC

Upon motion of Jack Peltz, and duly seconded by Mark Scheisser, RESOLVED, that the minutes of December 12, 2018 be approved.

Voting in the affirmative: Michelle Burack, Christopher Dolgos, Jennifer Elahi, Michele Hannagan, Shannon Hillman, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Sherita Traywick, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 190109.1_EGC passed 11 to 0

Motion 190109.1_BoT

Upon motion of Jack Peltz, and duly seconded by Mark Scheisser, RESOLVED, that the minutes of December 12, 2018 be approved.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Sherita Traywick, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 190109.1_BoT passed 8 to 0

Financials review:

No new discrepancies between budget and actual expenditures were identified. (The board again discussed the anticipated adjustment to budget forecast for administrative and river room benefits that are not being utilized by the employees currently in those positions.)

Resolution to simplify logistics with EGC and BoT:

Motion 190109.2_EGC

Upon motion of Michelle Burack, and duly seconded by Michele Hannagan, RESOLVED, that the Educational Governance Council, for the purpose of facilitating the consideration and adoption of actions by the Board of Trustees, does hereby stipulate that it shall be deemed to consent to the adoption of any action proposed to the Board of Trustees unless any member of this Council shall, prior to the call for a vote thereon, raise a point of order and request a vote by the Council on the matter of its consent, and that this resolution shall remain in effect until it is revoked or otherwise modified by a superseding resolution of the Council.

Voting in the affirmative: Michelle Burack, Christopher Dolgos, Jennifer Elahi, Michele Hannagan, Shannon Hillman, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Sherita Traywick, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 190109.2_EGC passed 11 to 0

Motion 190109.2_BoT

Upon motion of Michelle Burack, and duly seconded by Michele Hannagan, RESOLVED, that the Board of Trustees agrees to the Educational Governance Council's stipulation, for the purpose of facilitating the consideration and adoption of actions by the Board, that the Council shall be deemed to consent to the adoption of any action proposed to the Board of Trustees unless any member of this Council shall, prior to the call for a vote thereon, raise a point of order and request a vote by the Council on the matter of its consent, and that this resolution shall remain in effect until it is revoked or otherwise modified by a superseding resolution of the Council.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Sherita Traywick, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 190109.2_BoT passed 8 to 0

Enrollment data

The board reviewed demographic data for GCCS enrollment including gender, race, need for educational support, district of residence, and Free and Reduced Lunch (FRL) eligibility. In future years, enrollment data will be presented in November.

The board discussed creating a task force to focus on enrollment demographics in greater detail, including review of research regarding successful blend of FRL and non-FRL students, racial and economic demographics of school-age children in Monroe county, for the purpose of informing

discussions regarding what changes, if any, to the GCCS lottery are warranted in the upcoming charter renewal.

Retreat debrief

Highlights from the retreat were presented for the benefit of those unable to attend. The list of agreements used at the retreat will carry forward for future meetings to facilitate an ongoing culture of collegial dialog.

Future agenda items arising from discussion at the retreat:

- Activities pertaining to the Charter Renewal (May is the call for renewal application; due in August).
- Mark, Shannon, Michele (with input from Bill Gargan) to start assembling info for the charter renewal "primer"
- Annemarie West will collate other items from the parking lot so that board can rank order for priority.

Committee updates

Committee "wish lists" were reviewed (see below). A board resolution spelling out details of Committees, including guidelines regarding membership and meeting frequency, was suggested. Committee meetings are subject to open meetings law. Methods of compliance were discussed (e.g. publishing meeting dates on school web calendar.) Record keeping for committee meetings was also discussed.

Wish lists:

Advocacy

We need to create GCCS' narrative that will be used as the main storyline as we sell our school to the Board of Regents for our charter renewal.

We need to plan an event (or several) to invite Regents Wade and Norwood to our school to promote our success and highlight our key charter elements. In addition, we may want to design a brochure that highlights our school's narrative that can be given to the Regents when they are at school.

We need to think of other ways to use the media to continue to positively promote our school to the community and elected officials in the area.

Discipline (Chair: Jessica Nordquist)

Review data from disciplinary action- check for equity and thresholds for intervention/support

Ongoing discussion around zero tolerance language in the charter to prepare for renewal

More concretely outline when the committee should become involved in disciplinary action in preparation for the renewal

Troubleshooting, supporting and collaborative problem solving around individual cases with Shannon

Personnel (Chair: Michele Hannagan)

Handbook and Absence Policy Review

Review the School Leader Evaluation and create a "First Year Review"

Strategic planning (anchored in Farash framework of Recruitment, Interview, and Retention Process -- slides 47&48)

Identify elements amenable to optimization, and prioritize 1-year, 2-year, and 3-year goals

Top 2 targets identified by School Leader:

- 1) Pipeline: getting a strong pool of diverse candidates to apply;
- 2) Retention: Ensuring hired teachers feel valued, and that their career development and growth are supported

Nominating (Chair: Annemarie Wess)

Revisit our running list of board members and determine a list of potential new members that support the GCCS mission and represent community stakeholders

Revise the recruitment and interview process for new board candidates

Create an on-boarding process to support new members

Discuss how the on-boarding process relates or differs from the new parent rep on-boarding process

Host recruitment day(s) for potential board members

Cross-cutting themes identified include: Equity; Advocacy (including meeting with legislators, highlighting school's strengths); Charter renewal items warranting committee review.

Executive Session

Motion 190109.3_BoT (and EGC)

Upon motion of Jack Peltz, and duly seconded by Annemarie Wess, RESOLVED, that the Board move into Executive Session to discuss a personnel matter.

Voting in the affirmative: Michelle Burack, *Christopher Dolgos*, *Jennifer Elahi*, Michele Hannagan, *Shannon Hillman*, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Sherita Traywick, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 190109.3_BoT (and EGC) passed 8 (11) to 0

Adjourn from Executive Session

Motion 190109.4_BoT (and EGC)

Upon motion of Michelle Burack, and duly seconded by Annemarie Wess, RESOLVED, that the Board adjourn from Executive Session and return to open meeting.

Voting in the affirmative: Michelle Burack, *Christopher Dolgos*, *Jennifer Elahi*, Michele Hannagan, *Shannon Hillman*, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Sherita Traywick, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 190109.4_BoT (and EGC) passed 8 (11) to 0

Motion 190109.5_BoT

Upon motion of Michele Hannagan, and duly seconded by Molly Snell-Larch, RESOLVED, that the Board authorize the School Leader to hire Mark Sabia as Food Service Assistant.

Voting in the affirmative: Michelle Burack, Michele Hannagan, Jessica Nordquist, Jack Peltz, Molly Snell-Larch, Kevin Sutherland, Sherita Traywick, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 190109.5_BoT passed 8 to 0

Adjournment

Motion 190109.6_BoT (and EGC)

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the January 9, 2019 meeting be adjourned.

Voting in the affirmative: Michelle Burack, *Christopher Dolgos, Jennifer Elahi*, Michele Hannagan, *Shannon Hillman*, Jessica Nordquist, Jack Peltz, Mark Schiesser, Molly Snell-Larch, Sherita Traywick, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 190109.6_EGC passed 8 (11) to 0

Addendum: Summary of minutes to be shared with GCCS families

The board met for a retreat on January 8 for a deep-dive into how the daily activities at the school carry out the mission as spelled out in the charter. At the board meeting, members discussed action items arising from their various committee meetings and from the retreat. A high priority is the upcoming charter renewal, making sure the board is effectively advocating for the school's unarguable success, while reviewing elements of the charter that could be tweaked to further carry the mission forward.

Respectfully Submitted,
Michelle Burack
Secretary of GCCS Board of Trustees
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