

**The Genesee Community Charter School  
Board of Trustees  
Education Governance Council  
Meeting Minutes  
April 10, 2019  
Held at RMSC Cunningham House, 657 East Avenue**

**Board Members Present:** Michelle Burack, Michele Hannagan, Nathan Hayes, Marcia Joy, **Nolica Murray-Fields**, Jessica Nordquist, Jack Peltz, Mark Schiesser, **Allison Shultes**, Kevin Sutherland, Sherita Traywick, Annemarie Wess  
(Bold: non-voting)

**Members Absent:** Molly Snell-Larch

**Educational Governance Council Members Present:** Christopher Dolgos, Jennifer Elahi, Shannon Hillman

**Invited Guests Present:** Maureen Milke, Robin Blew, Daisy Spencer

Meeting called to order by Michele Hannagan at 5:32PM

**Teacher Presentation**

Daisy Spencer from second grade presented regarding Mindful lunch, linked to school mission elements of supporting diversity and the character trait of compassion. In a survey, students responded favorably to the implementation of this practice.

**Minutes**

**Motion 190410.1\_BoT**

Upon motion of Jack Peltz, and duly seconded by Nathan Hayes, RESOLVED, that the minutes of February 13, 2019 be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 190410.1\_BoT** passed 10 to 0

**Motion 190410.2\_BoT**

Upon motion of Jack Peltz, and duly seconded by Sherita Traywick, RESOLVED, that the minutes of March 13, 2019 be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 190410.2\_BoT** passed 10 to 0

**Financial Review**

No unexpected variances were identified. New board members were oriented to the reporting format. Treasurer reported that investments were re-balanced to achieve the bonds and stocks percentages specified by policy.

### **Food service contracts**

Four vendors were reviewed with respect to a checklist of school needs. Three of the vendors supplied tastings and quotes. Ratings for “Kid approved” were based on teaching assistants’ opinions re: kids’ likely preferences. A board member suggested including food service in future family and/or student surveys.

The board also discussed whether healthy snacks could also be included in the food service budget (in lieu of the current system where parents bring snack). In RCSD, snack is included for students with free & reduced lunch, but GCCS FRL percentage may not meet the cutoff needed for reimbursement. It is unclear how this would impact pricing for snack from Foodlink vs. Julia K. Voting on the food service contract was deferred until May to allow additional information to be obtained regarding cost for snack.

Chris Dolgos indicated that 6<sup>th</sup> graders are interested in developing a GCCS food policy. Shannon Hillman proposed having Michele Henry create a food service survey for families that includes questions about snack to inform future discussion.

### **School leader update**

#### *NYS testing*

Overall testing day #1 went well. Day #2 (focused on written response questions) was more challenging. (Of note, last year was also challenging, particularly for 5<sup>th</sup> grade.) Opt out percentage was ~14%. Notably, none from 5<sup>th</sup> grade opted out. An article in the February issue of Currents highlighted the negative impact on the school of opting out.

A board member proposed expressing our concerns about testing, as a board, in writing to state legislators and NYSED.

#### *Enrollment Lottery*

For the incoming Kindergarten class, 15 slots were filled with younger siblings of current students, children of school staff, and 2 retained retained. Of these, 8 qualify for free/reduced lunch; 3 are siblings of current English-language learners. 13 new families were chosen through the lottery process, and includes some families who identified as ELL or economically disadvantaged. School leader estimates the incoming class will be ~43% FRL, and might be up to 20% ELL. The total number of applications increased from 91→100 for Kindergarten; there were 170 applicants overall, 12 from outside of RCSD. School Leader will put the data on google drive for board review, including final metrics for the current cohort, zipcode analysis, and evaluation of the yield from outreach via specific organizations that connect with target demographics.

These results were shared with Susan Gibbons (Charter authorizer from NYSED) who was at the school for a routine visit earlier today. Susan reviewed all the measures we are taking to enhance diverse enrollment.

#### *E3*

School Leader and Lisa O’Malley met with a representative from E3 organization, which supports a common application for Rochester City charter schools (active for the past 2 years). They shared results derived from analysis of their database as well as focus groups. They are able to track how parents are navigating their website, and provided concrete data that parents are not simply clicking all schools to

apply, but are carefully researching and typically choosing only 3 or 4 schools. The advantages of utilizing this organization's common app were discussed, including an automated lottery and automated letters back to families (saving days' worth of work by staff), access to analytic data, and marketing services (including mailing to every household, billboards, City Newspaper ads, etc.) The cost is \$1000 startup and \$1500 per year for the services. School Leader will be meeting with them tomorrow, with a plan to vote on a proposal at the May meeting.

Annemarie Wess excused herself for the rest of the meeting.

#### *Charter authorizer visit*

Susan Gibbons visited the school today. School leader reviewed with her much of the data that the board has reviewed throughout the year. They also reviewed professional development activities and walked through classrooms. Overall comments were favorable.

#### **Committee updates**

*Advocacy* (Shannon Hillman): Regent Norwood is coming June 5<sup>th</sup>, 10AM-12 noon. The committee will meet again in 2 weeks. David Frank and Susan Gibbons will also be there. She has not yet heard back from Regent Brown.

*Discipline* (Jessica Nordquist): The committee provided revised language for the Caring Community Commitment.

#### **Motion 190410.3\_BoT**

Upon motion of Michele Hannagan, and duly seconded by Nathan Hayes RESOLVED, that revised language for the caring community commitment be approved.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick,

**Voting in the negative:** None

**Abstaining:** None

**Motion 190410.3\_BoT** passed 9 to 0

Additional revisions for the Parent Handbook are ongoing, which the committee plans to submit for a vote in May.

*Nominating* (Jessica Nordquist): The committee is reviewing additional candidates and is planning an additional recruitment event in June. They are focusing on candidates with experience in early childhood education, connections to the refugee community and/or connections that could facilitate partnership with University of Rochester.

#### **Motion 190410.4\_BoT**

Upon motion of Michelle Burack, and duly seconded by Mark Schiesser, RESOLVED, that the board acknowledges provisional appointment of Allison Shultes as RMSC representative on the board, pending NYSED approval.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick

**Voting in the negative:** None

**Abstaining:** None

**Motion 190410.4\_BoT** passed 9 to 0

Allison Shultes excused herself for the remainder of the meeting.

*Personnel* (Michele Hannagan): Committee met to review possible revisions to the staff handbook and school leader evaluation. The committee will meet again before the May meeting to finalize changes for board approval at the May meeting.

Teacher recruitment was also discussed. Charters are not allowed to use Monroe BOCES database; There is preliminary discussion about a common teacher application for charter schools but this does not yet exist. No anticipated departures, but the school leader is planning to do some proactive screening interviews. The Diversity committee is compiling a list of organizations that can help cultivate a diverse teacher pool. (Per Farash Foundation teacher pipeline data, UR has highest diversity, and the school leader is exploring relationships with them. Advocacy committee may need to explore connections with the Warner school.

Board members were reminded that there is a BOT self-assessment on google drive, which should be completed by the end of the month.

#### **Credentialing and Charter Renewal Team**

The team reviewed the list of claims and evidence needed for EL credentialing renewal. They then reviewed the charter renewal application, cross-referencing what data can be dual-utilized for EL credentialing and charter renewal.

David Frank held a charter renewal meeting 2 weeks ago; Michele and Annmarie and 2 members of writing team for the renewal attended. Everything is being uploaded to a new database system, which is expected to be helpful for organizing the submission. Several sections are very easy to upload (e.g. financial audits; school calendars). There are also narrative attachments at the end that highlight unique aspects of the school. The primary focus is on: 1) teaching 2) school culture/climate and family engagement.

Any revisions must be approved by SED prior to being included in the renewal (e.g. the revised discipline policy). To aid timely decision on changes, an additional board meeting, devoted solely to the charter renewal was proposed for May 15<sup>th</sup>. The charter renewal team will attend as guests, and present recommendations for revisions.

#### **New officer nominations**

The nominating committee was tasked with proposing a slate of officers, with board vote planned for June. Time in May's agenda will be also allotted for other candidates to express interest in serving as a board officer. The school leader highlighted advantages of stability in leadership for relationship-building.

#### **Adjournment**

##### **Motion 190410.5\_BoT**

Upon motion of Michele Hannagan, and duly seconded by Jack Peltz, RESOLVED, that the April 10, 2019 meeting be adjourned.

**Voting in the affirmative:** Michelle Burack, Michele Hannagan, Nathan Hayes, Marcia Joy, Jessica Nordquist, Jack Peltz, Mark Schiesser, Kevin Sutherland, Sherita Traywick

**Voting in the negative:** None

**Abstaining:** None

**Motion 190410.4\_BoT** passed 9 to 0

**Addendum: Summary of minutes to be shared with GCCS families**

The board reviewed information from food service vendors; final selection was postponed pending additional information regarding the cost of adding snack. Lottery results were reviewed and the impact of new outreach efforts on diverse enrollment were discussed. The benefits and costs of utilizing E3, an organization that supports Rochester City charter schools, were discussed. Revised language for the Caring Community Commitment was approved. The school leader's ongoing work with the charter renewal team, working on both renewal of GCCS's Expeditionary Learning credentials and renewal of the state charter, were reviewed.

Respectfully Submitted,

Michelle Burack

Secretary of GCCS Board of Trustees

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