

**The Genesee Community Charter School  
Board of Trustees  
Education Governance Council  
Meeting Minutes  
November 6, 2019  
Held at RMSC Cunningham House, 657 East Avenue**

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

**Board Members Absent:** **Rebecca Boyle, Cheryl Moeller, Traci Terrance,** Sherita Traywick, Nathan Hayes

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

**Legal Counsel Present:** George DesMarteau

**Invited Guests Present:** Maureen Milke, Robin Blew, Elizabeth Pietrzykowski, Susan Gibbons (NYSED Charter School Office Liason) and Shenita Johnson (NYSED Charter School Office consultant), Melissa Conklin and Jenna Morales (third grade teachers)

Meeting called to order by Michele Hannagan at 5:31PM

**Teacher Presentation** (third grade)

Third grade teachers highlighted the sense of awe that third graders carry, and invited Board members to share a moment of awe for the opening greeting. Teachers shared their experience with Ithaca Science Museum's planet walk during summer professional development as a physical way to help kids experience the scale of the solar system. The class went to Ithaca last month and experienced the planet walk themselves. They counted steps between planets, and were astonished at the vast distances involved. They also visited a museum exhibit that illuminated different components in infrared and ultraviolet, helping the kids understand how we use tools to see things that you can't see with your eyes, grounding the theoretical concept of the electromagnetic spectrum that had been introduced to in class. They shared how the kids "discovered" the idea to create a planet walk for parents to experience on Exhibition night.

**Budget review** (Robin Blew)

RCSD per pupil allocation was \$100 per student lower than the budget forecast, resulting in a \$13k deficit in actual revenue. The dissemination grant has closed out and final payment is expected soon. A board member asked about trends in field study expenses over time, with specific attention to family contributions as we increase recruitment of economically disadvantaged students. Professional development and instructional supplies tend to be front-loaded at the beginning of the year. The restricted funds for dissolution was increased from \$75K to \$100K per updated requirements.

**Minutes**

**Motion 191106.1**

Upon motion of Annemarie Wess, and duly seconded by Nolica Murray-Fields, RESOLVED, that the minutes of October 2, 2019 be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 191106.1** passed 9 to 0

### **School Leader Update**

*Attendance and Enrollment:* The Board reviewed enrollment data, including district of origin and demographic trends over time. The School Leader and teacher representative both highlighted the strong performance of our ELL teacher, who is helping students who speak a different language at home but don't qualify for ESL services, in addition to the ESL-qualifying students. Data capture (iReady and other outcome benchmarks) for this cohort of students was discussed to allow the Board to monitor impact of support resources allocated.

Board member inquired about needed resources that could assist with supporting increased enrollment of vulnerable student populations. Space limitations impact our ability to support students with special needs, e.g. who need 8:1:1 staffing. Space for a "Recovery Room" as part of providing social-emotional support would also be helpful. Right now they are using Mrs. Milke's office or Shannon's office, not ideal due to presence of windows, other work going on. Math intervention specialist has been discussed previously; as more seasoned teachers retire, the lower salaries of newer teachers would liberate funds that could support hiring of a math intervention specialist. A board member inquired whether we are spending all or only part of the interest income earned from investment of the revenue surplus. Last year we earned ~\$70K in income, of which ~\$40K was spent to balance this year's budget.

*Conference updates:* Maureen Lochner had a productive sabbatical and will present to the board at a future meeting. Sarah Johnson went to a national dance educators conference. She observed that the work we are doing locally on trauma-informed education, culturally responsive teaching, and equity was abundantly present at the national level. Social-emotional learning — Alexis Stubbe and Lauren Grimes went to a conference for SEL grant recipients (paid for by the organization). Eight staff attended the EL national conference. Shannon attended a conference on board governance and has several resources to share. She also attended a session on culturally responsive teaching and the brain. Chris Dolgos was highlighted in the opening ceremony keynote speaker.

### **Committee updates**

*Discipline committee* (Jessica): Timeline for code of conduct revision is under discussion.

*Nominating* (Annemarie): Documentation is pending for several of the new members. We are also awaiting state approval for the new parent representative.

### **Motion 191106.2**

Upon motion of Michelle Burack, and duly seconded by Annemarie Wess, RESOLVED, that the appointment of Traci Terrance as parent representative be approved, pending NYSED approval.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 191106.2** passed 9 to 0

*Personnel:*

Ken Tryon was proposed for hire as the AV/media specialist. (Dave Stapf vacated this role at the end of last year but wants to help train the new specialist.) Ken is a former GCCS parent; both daughters are now in college, and he is eager to be involved with the school again. He has the relevant skillset; currently works part time with UR, hours are flexible.

Two long-term subs are needed, one for Becki Mason's sabbatical and one for Lauren Jacobs' maternity leave expected in December. Five candidates were interviewed. Allison Carlson is currently doing her student teacher practicum for her masters program in the second grade classroom, and is demonstrating strong capability. Pending certificate and background check. The plan would be for her to fill Lauren's maternity leave given her experience in the second grade classroom.

Sarah Spano has a Bachelor's degree but not Master's. She is working on multiple certifications (early childhood, students with disabilities) pending for issue in December, and is familiar with EL education. She came to do a guest teacher day and staff were very impressed. The start time of her availability for hire would delay Becki's sabbatical until after the holiday break, which Becki actually prefers. (The later timing works better for her for multiple reasons.)

**Motion 191106.3**

Upon motion of Michelle Burack, and duly seconded by Michele Hannagan, RESOLVED, that the hiring of Ken Tryon as AV / media specialist be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 191106.3** passed 9 to 0

**Motion 191106.4**

Upon motion of Marcia Joy, and duly seconded by Annemarie Wess, RESOLVED, that the hiring of Allison Carlson to the long term substitute teacher position be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 191106.4** passed 9 to 0

**Motion 191106.5**

Upon motion of Jessica Nordquist, and duly seconded by Michelle Burack, RESOLVED, that the hiring of Sarah Spano to the second long term substitute teacher position be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 191106.5** passed 9 to 0

*Finance Committee:*

The SL met with Tammy Pillsbury to review insurance coverages. The switch from Philadelphia to Hanover last year was approved by the board. The plan is to continue the same coverages. Last year the premium was \$12, 981, this year \$13,589. Cyber insurance and employment practices coverage can be added at a later time. The procurement policy is under review and will be updated. School lunch requirements also need to be revised. These revisions will be distributed for review and approval at the next board meeting.

**Motion 191106.6**

Upon motion of Michele Hannagan, and duly seconded by Annemarie West, RESOLVED, that Form 990 be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 191106.6** passed 9 to 0

*Diversity committee:* Board members were reminded of important upcoming school event dates, including the school-wide exhibition night and the Family Table event.

**Strategic planning meeting**

Proposed board retreat on January 11.

**Future Agenda Items/Public Comment**

From the meeting with site visitors:

- Info Sharing mechanism (platform for board members to share readings etc)
- How do we evaluate our processes (school leader, curriculum)? (What benchmarks do we use?)
- Culturally relevant curriculum (possible to expand from individual teachers to whole school?)
- Term limits for board members?

**Adjournment**

**Motion 191106.7**

Upon motion of Michelle Burack, and duly seconded by Annemarie Wess, RESOLVED, that the November 6, 2019 meeting be adjourned.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 191106.7** passed 9 to 0

Respectfully Submitted,  
Michelle Burack  
Secretary of GCCS Board of Trustees  
GCCS Board Minutes/ November 11, 2019