

The Genesee Community Charter School  
Board of Trustees  
Education Governance Council  
Meeting Minutes  
September 9, 2020  
Virtual Meeting via Zoom (Due to COVID-19)

**Board Members Present:** Ivelisse Gonzalez, Michele Hannagan, Nolica Murray-Fields, **Cheryl Moeller**, Ryan O'Malley, **Elizabeth Pietrzykowski**, Mark Schiesser, Allison Shultes, **Tasha Stevens**, Traci Terrance, **Jess Wanner**, Annemarie Wess, **Lukas Wilson**  
(**Bold: BOT non-voting**)

**Board Members Absent:** Kevin Sutherland (**Bold: BOT non-voting**)

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

**Educational Governance Council Members Absent:**

**Guests:** Maureen Milke

**Legal Counsel Present:** George DesMarteau

**1. Welcome, Call to Order, Agenda Overview**

Meeting called to order by Michele Hannagan at 5:32pm, Quorum was present. Welcome to everyone! A few board members will be joining us late.

**2. Greeting**

Shannon led the group in the greeting. The exercise this evening was a simple greeting; sharing from the group recent adventures that we have had recently! Our recent adventures included: 8th birthday celebrations for twins at Letchworth, rehoming a lost homing pigeon from Canada, visiting Florida, camping at Letchworth, hiking in Naples, home rodent removal, first trip to Target since the pandemic began, loose ducks in a backyard, socially distant Webster Park exploration with friends, starting a new African dance class, hiking trip to Lake Placid with a new puppy, cleaning the gutters, rented a pontoon boat for a day out on Irondequoit Bay, whale watching for the first time in Massachusetts, getting dinner on the table for family.

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

None (normal for summer meetings with school not in session).

**4. Review & Approve Monthly Minutes**

*Review and Approve August 2020 Minutes*

**Motion 200909.1**

Upon motion of Annemarie Wess, and duly seconded by Nolica Murray-Fields, RESOLVED, that the minutes of August 12, 2020 be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Traci Terrance, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.1 passed 6 to 0**

**Motion 200909.2**

Upon motion of Annemarie Wess, and duly seconded by Michele Hannagan, RESOLVED, that the minutes of June 2020 be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Traci Terrance, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.2 passed 6 to 0**

**Reapprove Dec-19, Jan-20, Feb-20 Minutes**

At the August 12, 2020 meeting, the Board of Trustees needed to defer re-approval of the December 2019, January 2020, and February 2020 meeting minutes until tonight's meeting, pending a quorum. The Board of Trustees needs to re-approve previous meeting minutes including the approval of the contract with Deb Hamner (Breakthrough Leadership), but cannot re-approve at this meeting without a quorum. No changes to the meeting minutes will be made other than revisions to the voting vs. non-voting status for some members at those meetings. Members who were not members of the board at the time of those meetings will abstain from voting on those respective meeting minutes.

**Motion 200909.3**

Upon motion of Nolica Murray-Fields, and duly seconded by Ryan O'Malley, RESOLVED, that the minutes of February 2020 be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Traci Terrance, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.3 passed 6 to 0**

**Motion 200909.4**

Upon motion of Traci Terrance, and duly seconded by Annemarie Wess, RESOLVED, that the minutes of January 2020 be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Traci Terrance, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.4 passed 6 to 0**

**Motion 200909.5**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Weis, RESOLVED, that the minutes of December 2019 be approved.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Traci Terrance, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.5 passed 6 to 0**

**Ratify Feb-20 Contract with Breakthrough Leadership Consulting**

**Motion 200909.6**

Upon motion of Annemarie Wess, and duly seconded by Michele Hannagan, RESOLVED, to ratify the contract with Breakthrough Leadership Consulting.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Traci Terrance, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.6 passed 6 to 0**

**5. Finance Review/Budget Review**

None (normal for first meeting of the school year)

**6. Committee Updates**

**a. *Advocacy (Jessica Wanner)***

*Discussions & Future Actions:* Shannon, Chris D and Jess met with Sonia Park (Diverse Charter Schools Coalition) for advice on advocating for charter schools and how to get GCCS info out there. Met with Deb Hamner to determine next steps including creating partnerships this year. From there looking to open up the group to faculty, staff, and community members.

**b. *Discipline (Nolica Murray-Fields)***

*Code of Conduct:* Met in early August and looked at Polaris Charter School comparing what we're doing at GCCS and how it aligned and was incorporated in the 2019-2020 6th grade project. The committee has more work to do but is off to a great start.

**c. *Nominating (Annemarie Wess)***

*Approve Elizabeth Pietrzykowski*

Elizabeth was not previously approved due to a lack of quorum.

The Board of Trustees needs to officially approve Elizabeth Pietrzykowski, RMSC Representative, as a member of the Board.

**Motion 200909.7**

Upon motion of Annemarie Wess, and duly seconded by Michele Hannagan, RESOLVED, that Elizabeth Pietryzkowski be approved for membership on the Genesee Community Charter Schools Board of Trustees, as an RMSC Representative, pending approval by NYSED.

**Voting in the affirmative:** Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Traci Terrance, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.7 passed 6 to 0 ALL**

*Open Positions for 2020-2021:*

Kevin Sutherland will be leaving the board. He has offered to stay on to support with finances but the Nominating Committee is still looking for a replacement for him. If anyone has replacement suggestions, please share them with Annemarie Weis.

**d. *Personnel (Michele Hannagan)***

*School Leader Evaluation*

The Personnel Committee has met several times over the last several months, and has shared the evaluation in the drive for BOT members to review. Michele Hannagan presented a summary of the School Leader Evaluation and the process of rubric development in executive session.

*Staffing Change*

Learned last Thursday, that Maureen Lochner needs to take an emergency medical leave for an indeterminate time. Shannon is working on getting a long term substitute and has someone to start tomorrow into next week. Resumes have come in and they are holding interviews and wanted to make the board aware. At this time, the position will be within the required statutory benefits (no health or dental).

**e. *Safety (Shannon Hillman)* No updates were presented.**

**f. *Diversity (Shannon Hillman & Traci Terrance)***

The Diversity Committee reported on progress since their last meeting in mid August and from participant feedback, there is a clear desire for support, connection, and conversations with others that are challenging given the distress in our community due to recent events. From these conversations the committee will implement anti-racism policies and procedures at the school. The reopening edition of *The Currents* was sent to families including an article about the reboot of the Diversity Committee sharing the purpose statement and an open invitation to the GCCS community. The next edition will soon be released featuring a social-emotional development section touching on racial equity and how GCCS is making changes to support students and families.

Maggie Deutschbein gave a teacher update about how the work of this committee and these conversations are also being embedded in instruction and curriculum for students.

Examples for grade K-1 and 6th were shared highlighting identity, historical context, and the impacts of the community's current events and trauma on young students. The 6th graders chose to focus on the theme of protesting and "What I Stand For". Between 10 and 15 families are currently participating in the committee and they expect to gain several staff members growing the group to 20 or 25.

## **7. Reopening: Teacher Share**

The school reopened on Wednesday, September 2nd for the 2020-2021 school year. The years started with two days of student orientation including walking through arrival/dismissal procedures, classroom visits to see the physical layout and how things were different and similar from last year. After classroom visits, students got to meet their other teacher in the Auditorium where they picked up their Chromebooks and any other learning materials (school supplies, packets, kits, etc.) Cohort B had their first day of in-person classes on Friday, September 4th, and Cohort A had their first day on Tuesday, September 7th. Tuesday was much more smooth after having been through it on the previous Friday but overall it has been a very seamless start to the year. Today (Wednesday) was the first full virtual kick-off day and included a staff meeting. The staff were energized and more at ease now that reopening had happened.

Staff members expressed joy at seeing the kids again and explained the challenge in preparation for the start of the school year. The families have been appreciative, kind, and supportive. It's been a group effort for the teachers and parents to get the students prepared. Overall the chromebooks are making a big difference in virtual learning and picking up school supplies has helped students to get excited.

Shannon Hillman met with the Family Association this morning and they are working on identifying cohort parents to bridge the gaps for families and parent communication. New digital resources include GCCS Cares, a facebook page, and a Youtube channel.

## **Outstanding Business**

### **8. Reopening & Safety Plan (Public Comment)**

#### *Motion to approve reopening & safety plan*

#### *Reopening Plan:*

See August meeting minutes for additional detail. Minor changes were made to the plan, nothing material was added and revisions were primarily to language and wording.

#### **Motion 200909.8**

Upon motion of Traci Terrance, and duly seconded by Annemarie Weis, RESOLVED, that the reopening plan for the 2020-2021 school year be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.8 passed 7 to 0**

Safety Plan Updates: (Shannon)

The safety plan approval had been deferred to tonight's meeting from the August 2020 meeting given that there was not a quorum at last month's meeting. Revisions to the safety plan include re-assigning emergency duties with the addition of the new Communications Coordinator position and the physical move of Lisa O'Malley's office from the River Room to the Main Office. The Safety Plan has been edited in accordance with COVID-19 best safety practices as well.

**Motion 200909.9**

Upon motion of Allison Shultes, and duly seconded by Mark Schiesser, RESOLVED, that the safety plan be approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.9 passed 7 to 0**

Changes to Lease (RE Cleaning Services)

Shannon spoke with the RMSC about the lease in reference to Midnight Cleaners. GCCS asked for a quote from the cleaner for additional sterilization on Wednesdays and Friday afternoons to clean between cohorts and the resulting quote was close to double what was originally being paid. It was decided that RMSC cleaning staff will do the Wednesday sterilization for an additional \$500 a month added to the lease. The lease pay schedule includes janitorial and the additional lower level basement space. The lease total without the additional sterilization comes to \$18,779.34, with the added \$500 per month the new lease total is \$19,279.34. The RMSC will provide a written agreement for the additional cleaning service.

**Motion 200909.10**

Upon motion of Mark Schiesser, and duly seconded by Michele Hannagan, RESOLVED, that a \$500 per month additional expenditure to cover cleaning costs during the school year/pandemic is approved.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.10 passed 7 to 0**

**9. Review Bylaws: Education Governance Council (EGC) Section**

Ongoing discussions with NYSED about the EGC, looking to get accurate and in line with what the NYSED would prefer. George provided historical background information (See August Meeting minutes for more information) on the subject for the new board members in attendance. The new bylaw language reflects that staff voices will be heard while retaining the authority of the Board of Trustees and respecting the original charter of the organization. Term length for faculty was re-addressed and it was revised that the term should be 2 years, on a rotating basis, as opposed to a 1-year term. The last article from the Bylaws Code of Ethics was eliminated as a separate, independent Code of Ethics was developed and adopted in 2018. The School Leader remains the Chief Executive Officer and Chief Education Officer in the revision.

#### **Motion 200909.11**

Upon motion of Annemarie Wess, and duly seconded by Traci Terrance, RESOLVED, to approve the amended bylaw as presented.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.11 passed 7 to 0**

#### **New Business**

##### **10. Code of Ethics Policy**

Board members need to sign this document annually--with specific regard to the conflict of interest section. Hard copies will be mailed or made available to Board members for review and signature. The intent is to complete this by the October Board meeting.

#### **Open Forum**

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

6:52pm--Michele Hannagan opened up the meeting to public comment. No public comments were reported.

Jess Wanner, on behalf of the Board, presented Shannon with a house cleaning gift of appreciation personally funded by the board members!!

#### **Executive Session**

##### **12. Executive Session**

Executive Session was entered at 6:55pm and the recording paused for the Personnel Committee to share updates on the School Leader Evaluation for the Board to review and discuss.

#### **Motion 200909.12**

Upon motion of Nolica Murray-Fields, and duly seconded by Mark Schiesser, RESOLVED, that the Board move into Executive Session to discuss the school leader evaluation.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.12 passed 7 to 0**

**Motion 200909.13**

Upon motion of Nolicia Murray-Fields, and duly seconded by Allison Shultes, RESOLVED, that the Board adjourn from Executive Session and return to open meeting at 7:48pm.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.13 passed 7 to 0**

**Meeting Wrap-Up**

**13. Review Actions and Agreements**

**Motion 200909.14**

Upon motion of Annemarie Weis, and duly seconded by Nolicia Murray-Fields, RESOLVED, that the Board adjourn the September meeting at 7:48pm.

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

**Voting in the negative:** None

**Abstaining:** None

**Motion 200909.14 passed 7 to 0**

Respectfully Submitted,

Allison Shultes

Secretary of GCCS Board of Trustees

GCCS Board Minutes/ September 9, 2020