

**The Genesee Community Charter School**  
**Board of Trustees**  
**Education Governance Council**

**FINAL Meeting Minutes | August 18, 2021**  
*Cunningham House, RMSC Campus*

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**Board Members Present:** Michele Hannagan, **Charlie Johnson (On Zoom)**, Nolica Murray-Fields, Ryan O'Malley, **Elizabeth Pietrzykowski**, **Nathaniel Sheppard**, Allison Shultes, **Joshua Stapf**, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess (On Zoom)

**Board Members Absent:** Nolica Murray-Fields, Mark Schiesser, Traci Terrance

**Educational Governance Council Members Present:** *Chris Dolgos (On Zoom)*, Shannon Hillman, *Lisa O'Malley*, Alexis Stubbe

**Educational Governance Council Absent:** Becki Mason

**Guests:** Robin Blew, Kemouy Bhalai, Christine Farrell

**Legal Counsel Present:** George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members** and Board Members listed in *Italics* are *Board Members of the Flour City Campus*.

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

Michele Hannagan called the meeting to order at 5:34 pm. A quorum is present.

Special Welcome to Nate Sheppard, a new Community Representative to his first board meeting (unable to attend in July).

**2. Greeting:**

The greeting this evening is to introduce the two new Assistant School Leaders, Kemouy Bhalai and Christine Farrell! The group did a round robin of introductions as there were many new faces at the table. Kamouy and Christine introduced themselves to the Board and gave a brief overview of the experiences and first couple of weeks with GCCS. The Board members all introduced themselves and gave background on how we are connected to GCCS and our roles on the Board.

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

None.

**4. Review & Approve Monthly Minutes**

*Review and Approve July 14, 2021 Meeting Minutes*

**Motion 081821.1**

Upon motion of Jess Wanner, and duly seconded by Tasha Stevens, RESOLVED, that the minutes of the July 14, 2021 River Campus meeting minutes of the Board be approved.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 081821.1 passed:** 7 to 0

**Motion 081821.2**

Upon motion of Ryan O'Malley, and duly seconded by Michele Hannagan, RESOLVED, that the minutes of the July 14, 2021 Flour Campus meeting minutes of the Board be approved.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 081821.2 passed:** 7 to 0

Review and Approve July 28, 2021 Executive Committee Meeting Minutes

**Motion 081821.3**

Upon motion of Allison Shultes, and duly seconded by Jess Wanner, RESOLVED, that the minutes of the July 28, 2021 Executive Committee Meeting of the Board be approved and all actions taken at the meeting be ratified.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 081821.3 passed:** 7 to 0

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

July 2021 Financial Review

Robin reported on the budget to actual review from June 2020 through June 30, 2021. The report tonight is an entire year in review.

- Revenue: Revenue is at \$3.23 million right now.
  - Per Pupil Revenue: A lot of movement this year due to COVID and students between districts. Budgeted 215, but ended the year with 212 students.
  - Grants: ESSER and ESSER-2 grants (focused on COVID) were about \$79K, has been spent.
    - Title I, II, & IV: \$58K, has been spent.
  - Food Service: Received \$54K from federal and state governments, did not have as much due to COVID and hybrid scheduling.
  - Field Study: Spent ~\$24K this year, under budget due to COVID.
  - Administration: Nothing to report.
  - Instruction: Nothing to report.
  - Supplies: Higher than budget due to technology purchases supporting remote learning due to COVID.
  - COVID Technology/ESSER Cares: Nothing to report.
  - Operations: Business services came in higher than budget, expected due to strategic development and planning for the board and other business services training.
  - Capital and Facilities:
    - Furniture/Equipment Purchases: Robin explained to the board the threshold for capital purchases and outlined the impact of depreciation on those purchases. She also explained how those unexpected expenses due to COVID and other larger ticket items impact the budget.
  - Expenditures: Nothing new to report.
  - Marketing and Recruitment: Nothing new to report.
- Balance Sheet Review: Cash flow and cash on hand is strong. The balance sheet reports on the cumulative health of the school's finances--this year investments grew and noted that there are no past due bills or collections issues.
- Investments: Grew over the last year by \$183,748.00. Does include a donation from earlier in the year that was recognized.

**6. Committee Updates**

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

None.

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

None.

c. **Nominating:** Committee Positions & Assignments (Annemarie Wess & Michele Hannagan)

Michele discussed Committee Positions and Assignments for the upcoming year. The Board reviewed a document outlining current Board members and the committees already assigned and asked members to update which committees they would like to continue with or add. Discussion was had about whether there should be a specific Flour City Committee, but it was decided that

Flour City will be embedded into the current committees for the time being. Michele gave an overview and description of each committee and their duties to the entire Board. Michele asked the Committee Chairs to take an action item and update the descriptions, missions, and purpose of their committees on the document in the Google Drive.

d. **Personnel:** New Hire Updates (*Shannon*)

Shannon gave updates on the latest new hires to join the school--the two new Assistant School Leaders Kamouy and Christine and a 1st grade teacher, Lyndsey Dryden who has experiences as a founding teacher of the Community Roots charter school in the NYC area. She originally applied for a future Flour City position but then applied for the current 1st grade opening. She has jumped right to her new position and is a natural fit with the rest of the team and culture of the school.

e. **\*Safety:** Approve District Safety Plan (*Shannon*)

*District Safety Plan:* The District Safety Plan was brought forth for public comment beginning at the July 14, 2021 meeting for a 30-day window for public comment. The Safety Committee met on August 13, 2021 to complete a final review of the document and edits were made to address COVID (communicable diseases).

**Motion 081821.4**

Upon motion of Allison Shultes, and duly seconded by Tasha Stevens, RESOLVED, that the District Safety Plan for the 2021-2022 school year be approved.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner

**Voting in the negative:** None

**Abstaining:** None

**Motion 081821.4 passed:** 6 to 0

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

*None.*

**7. School Leader Update:** ARP Grant, Summer Professional Development, EL Education River Campus Agreement (revised)

*Summer Professional Development:* Currently in the second week of professional development. The first week's focus was on CREW and what that means to the school. The teachers explored the Genesee river on kayaks and teachers took on a lens of exploring as if they were students on Expeditions. Explored the meaning of CREW as students, teachers, and families. Teachers made scale models of boats for their classroom as a talking piece/teaching tool around the concepts of CREW and supportive justice. The second week's focus has been on Expedition Writing. Alexis Stubbe gave a brief review of the work that the 6th grader team will do this year. In the fall, 6th graders will focus on identity (which has been a popular theme the last few years) and will continue focusing on building classroom community and culture. The students will be going on a leadership retreat in the Adirondacks. The special take on the identity theme that this year's 6th graders will focus on will be on artifacts for self and what objects, things, material items, connect to each student's identity. After exploring self identity through artifacts, the class will "zoom out" to focus on connecting artifacts to the classroom identity. Throughout their work the class will expand their scope further to explore local museums and the artifacts that those cultural institutions have, how they were selected, and what stories they tell. Hope to expand the conversation to explore perspectives and dig into the hard histories of communities, whose stories are being told through the artifacts and who gets to tell them. The final product for the fall is a classroom museum exhibit that tells the story of that class.

*ARP Grant:* The American Relief Plan grant is larger of the two COVID relief grants and Shannon has been working on outlining how to use the funds. An application is getting pulled together and will be submitted in the next couple weeks. Looking at funding to support improvements to the ventilation/HVAC in the basement, intervention support/personnel, after school programming, and a building substitute. The direction of funding will need to directly support learning loss and COVID related challenges that were faced by the school and students.

*COVID Updates:* The reopening task force met today in order to get ahead of the Delta variant. The staff is almost fully vaccinated. A teacher did test positive last week and a second tested positive since. They are both doing well and others have been tested and have come back negative. A parent pediatrician is on the task-force and shared some great information. The school has a plan and they will be back fully in person. Methods of prevention include:

- Required masking - there hasn't been pushback on this from families.
- Hand-washing protocol
- Social distancing - this will include dividing classes and cohorting students for art, breakfast, and lunch.
- Random COVID testing - mostly done on students and some staff weekly with consent, GCCS had approximately 60% consent last year. New consents will be sent out to families for this year.

Overnights and retreats will require:

- Random testing prior
- Social distancing
- Masking throughout the trip
- Busing will be on chartered buses with the windows down/open
- Trip requirements will be revisited for Spring trips

GCCS is planning for when students need to be out for the 10 days and are working with the intervention team to make sure they are ready to support those students. Emcor has assured the school that the HVAC systems are proper for ventilation and the windows are often kept open. The basement HVAC does need more effective ventilation. Cleaning will happen in common areas on the weekends for peace of mind, but this could be expanded. Pick up and drop off plans are still in the works, but the thought is to use the back-40 and staff would bring in the kids. There is no requirement for distancing on the bus, but teachers will have a conversation with students to set expectations and many families are electing not to do busing.

The teachers will see the plan on Friday and give feedback. The plan will then go out on Monday and will be a one-pager for families to review and reference.

*EL Education River Campus Agreement (revised):* When the EL Agreement was originally approved in the spring, GCCS had declined the opportunity to be a mentor school. In July, the Director of EL in the Rochester region renewed everyone as a mentor school. GCCS is mentoring Ammana West, a school in Atlanta that is in the same place of replication as we are. This mentorship will support learning together from that school and the mentorship school is a less expensive package which creates new training opportunities for staff and teachers.

#### **Motion 081821.5**

Upon motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the superseding EL Education River Campus Agreement for the 2021-2022 school year in the amount of \$28,200 be approved.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 081821.5 passed:** 7 to 0

**8. Flour City Campus Update:** CSP Grant, Facilities, EL Education Agreement for Flour City Planning Year, Merger Updates

*EL Education Agreement for Flour City Campus Planning Year:* EL Education has a designated plan for new schools that are contracting with EL. They worked with GCCS to cater the right kind of support they can provide for this planning year. The agreement will be fully funded through the CSP grant. As part of the agreement, the EL School Designer will meet with GCCS monthly, field trips to other schools, and will make recommendations for future years after this planning year. As part of the planning year, the EL School Designer that has been working with the River Campus will be shifting to work with the Flour City campus and a new EL School Designer will be assigned to the River Campus.

#### **Motion 081821.6**

Upon motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that the EL Education Agreement for the Flour City Campus Planning Year in the amount of \$36,800 be approved subject to the approval of the charter for The Flour City Campus and the receipt of the approved CSP Grant.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 081821.6 passed:** 7 to 0

*Facilities Update:* Exploring the options of both off-campus and on-campus options.

Off-campus:

- Blessed Sacrament - a tour was completed for rental space with 7 classrooms.
- Memorial Art Gallery (MAG) - a tour was completed of classrooms on the ground floor in addition to reception areas. The MAG is interested in supporting a partnership with GCCS regardless of an agreement.
- Nathaniel Hawthorne School #25 - released by RCSD to the city, no tour has been completed yet, but there is a list of parties interested in the space.
- Urban Choice's former location on Humboldt Street - 2 facilities on the site available as a potential location.

On-campus:

- Cunningham House Studio is an option for office space, but not as classrooms due to lots of changes that would need to be made to bring it to code.
- Adding an addition onto the existing school option is continuing to be explored as well-working with Joe from LaBella to put a proposal together for just an addition (without Cunningham House). GCCS has also asked him to review the square footage of existing and new spaces.

Questions from the board included questions about total costs of the project either on campus or off campus--both options are very expensive. On campus a build out would be approximately \$6 million and a build out with a renovation would be slightly less expensive. Off-campus options that take over an existing space or school would be the cheapest option, but would include both possible renovations and purchase price. Additional questions included what the pre-planning has happened to secure funding for starting a capital campaign project as the timeline is fairly tight with the goal of opening the new school next fall.

*Merger Updates:* Met with SUNY about the merger and they want us to merge under SUNY and are being proactive as possible. Have had cases in the past Board of Regents where they haven't approved the merger because it needs to be approved by both SUNY and the Board of Regents. Good graces with local regents and to build relationships so it doesn't get hung up. SUNY wants to have the merger all pulled together by July 1, 2022 so beginning the conversations with the Board of REgents and Chancellor needs to start soon.

Discussion continued in regards to the facilities and merger. Shannon brought to the Board that they have been working with LaBella Associates to help them think through the possibilities of an addition/build out of the current school building and asked for Board feedback and discussion around authorizing expenditures for LaBella to complete some advance work, specifically making architectural drawings. Nate suggested making sure the Board wants to move forward in exploring the build-out before approving the funds because of the risk of spending the money now and getting a quote before moving forward with the work. Other Board members expressed a need to know if this is feasible because we need to let the RMSC know about the GCCS plans, inquired about the possibility of asking for another year of planning because the timeline is tight but it's best to not do that unless we need to. It was also noted that the classroom spaces at the MAG could make for a good "swing space" for an in-between year or two if the addition/build-out of the current school is the desired route and it takes time. Board members made additional suggestions for spaces nearby that might work including looking at the building the American Red Cross moved out of and the building that housed the Diocese of Rochester for sale across from the Eastman Museum.

**Motion 081821.7**

Upon motion of Jess Wanner, and duly seconded by Ryan O'Malley, RESOLVED, that the board authorize an expenditure up to \$5,000 to be spent on the completion of architectural drawings by LaBella Associates for the build-out of the Flour City Campus.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** Allison Shultes

**Motion 081821.7 passed:** 7 to 0

### ***Outstanding Business***

#### **9. Lease Agreement Approval:**

The Lease Agreement with the Rochester Museum & Science Center has been shared with the Board in the Google Drive. Questions from the board included: Square footage differential between the basement and the rest of the building. The total square footage of the building including the basement is 18,159 which is based on the White Oaks assessment, which is proving to not be an accurate report. After the assessment by LaBella on the existing square footage adjustments will be made accordingly and a few additional revisions to the document will be made. The lease is a 1-year term with the right to renew for 4 years. New to the lease are that:

- RMSC Security is written in
- The shared playground space has been written in. It was decided that GCCS will handle new playground equipment purchases and RMSC will handle repairs and labor, fencing needs and mulch costs will be split evenly by both parties. Both parties made a commitment to ensuring that the playground is safe.
- Janitorial services that had been previously provided by RMSC have been pulled out and GCCS will be sourcing their own cleaning services.
- IT services have also been pulled out from the agreement

#### **Motion 081821.8**

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that the lease agreement with the Rochester Museum & Science Center be approved.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** Allison Shultes

**Motion 081821.8 passed:** 6 to 0

### ***New Business***

#### **10. Approve New Contracts (Janitorial)**

Three bids were received and presented from janitorial services providers: Midnight Cleaners, Abe's Commercial Cleaning Services, and Greenland Cleaning, Inc. Midnight Cleaner's could not guarantee a contract beyond December, Abe's Commercial Cleaning did not have a current staff and wouldn't until the contract was signed and was the most expensive contract. Greenland Cleaning was recommended to the Board based on those reasons.

#### **Motion 081821.8**

Upon motion of Annemarie Wess, and duly seconded by Ryan O'Malley, RESOLVED, that the contract with Greenland Cleaning Inc., for janitorial services be approved.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 081821.8 passed:** 7 to 0

~~11. Apple MacBook Lease Renewal~~ Item was removed from the agenda.

#### **12. Meeting Snacks Sign-Up Schedule**

Quick discussion was had to update the Board and new members about the Sign-Up for Snacks schedule for light refreshments at the meetings. Two people per meeting can bring snacks per meeting. Action Item was taken for all members to sign-up on the document in the Google Drive.

**Open Forum**

**13. Future Agenda Topics and/or Public Comment:**

Michele Hannagan opened up the meeting to public comment at 7:51 pm. No public comments were made.

*Future Agenda Topics:*

- Bussing on every day of the year, in particular election day, November 2nd.

**14. Executive Session**

Executive Session was not called during this meeting.

**Meeting Wrap-Up**

**15. Review Actions and Agreements** (*Allison Shultes*)

**Motion 081821.9**

Upon the motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the Board adjourn the August 18, 2021 meeting at 7:53pm.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

**Voting in the negative:** None

**Abstaining:** None

**Motion 081821.9 passed:** 7 to 0

Respectfully Submitted,  
Allison Shultes  
Secretary of GCCS- River Campus Board of Trustees  
GCCS-River Campus Board Minutes/ August 18, 2021