

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

**FINAL Meeting Minutes | September 8, 2021**  
*Cunningham House, RMSC Campus*

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**Board Members Present:** Michele Hannagan, **Charlie Johnson**, Ryan O'Malley, **Elizabeth Pietrzykowski**, Mark Schiesser, Allison Shultes, **Joshua Stapf**, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Board Members Absent:** Nolica Murray-Fields, **Nathaniel Sheppard**, Tasha Stevens

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

**Educational Governance Council Absent:**

**Guests:** Robin Blew, Kemouy Bhalai, Maureen Milke, Rahimah Wynn

**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 5:31 pm. A quorum was not present at the beginning of the meeting.

**2. Greeting & Teacher Presentation:**

The greeting and teacher presentation this evening is being shared by the 6th grade teaching team of Alexis Stubbe and Chris Dolgos. The greeting this evening was a continuation of the conversation that was had during the teacher's professional development at school today around self care and how we take care of ourselves when the going gets tough. Board members shared their self-care methods including: getting outside and taking time to reflect, journaling, paying bills on time, carving out dedicated schedule time, breathing, turning off screens, setting personal and work boundaries, walking in the woods, cleaning while listening to music, yoga and walks, gardening, eating good food, immersing in music, taking a pause to think, crafting and hanging out with pets, spending time in the pool, spending time with family members--especially adult children, going shopping/thrifting, and enjoying the first cup of coffee in the morning. Board members reflected on taking time for themselves and finding gratitude in their days and taking a mindful minute.

Rahmiha Wynn, the new Director of Family & Community Engagement, introduced herself and took a few minutes to share what she has been working on the last few weeks. She has been meeting with many community members, coordinating volunteer groups, having discussions with community partners, and looking to develop new opportunities for the new Flour City Campus.

Chris and Alexis gave a brief overview of the retreat program at Camp Gorham from September 20-23rd. They are working in collaboration with Earthworks which is now part of the Center for Youth due to some staffing changes at Camp Gorham. An Earthworks educator will be joining the 6th graders on their retreat to help with adventure programming. The goal of the retreat to Camp Gorham is to get the students to start thinking about the concept of leadership--what it means to be a leader and what is important to the students. Kyle is also joining the retreat to bring restorative practices into their time in the outdoor classroom together and getting students to work on self-identity and think "Who am I?", "Who do I want to be?" Former students often reference this retreat experience during their end of year presentations and the team is eager to do it again. The teaching team recognized the loss of this experience for the class last year due to COVID as a powerful and meaningful experience as it helps students develop language skills and the ability to communicate their own feelings and awareness of self. The adventures the team has planned (climbing the mountain!) reinforces the concept of crew.

### 3. Review & Approve Monthly Minutes

#### Review and Approve August 18, 2021 Meeting Minutes

The August 18, 2021 meeting minutes approval has been deferred to the October Board meeting.

### 4. Financial Report -Robin, Kevin & Shannon

#### July 2021 Financial Review

Robin reported on the budget to actual review for the first month of the 2021-2022 school year: July 2021. As this is the first month of the year, there are a lot of zeros on the report.

- Revenue: Revenue is at \$
  - Per Pupil Revenue: The first billing to districts (biggest is RCSD) was completed. Enrollment is based on enrollment numbers from last year and a few new enrollees. Adjustments on enrollment are made in the second billing.
  - Grants: Nothing to report.
  - Food Service: Nothing to report as school was out of session.
  - Field Study: Nothing to report as school was out of session.
  - Administration: Salaries for administration are reflected.
  - Instruction: Benefits being paid out to teachers who spread their salaries across the summer are reflected. Actual salaries will be reflected when instruction begins.
  - Supplies: Nothing to report.
  - COVID Technology/ESSER Cares: Nothing to report.
  - Operations: Anticipating a bill from the Heveron Audit next month.
  - Capital and Facilities: Nothing to report.
  - Expenditures: Nothing to report.
  - Marketing and Recruitment: Nothing to report.
- Balance Sheet Review: This is the cumulative report and shows investments, cash on hand, and in comparison to last July, everything looks on target and within normal range. Currently, in the black at \$176,000 because revenue has come in and expenditures have not happened yet.
- Investments: Vanguard statements come quarterly so we will see those changes in Sept. Fidelity we receive monthly which gained \$9,300 in July.

### 5. Flour City Campus Updates: Facilities & CSP Grant -Shannon Hillman

Facilities: GCCS is having important conversations with LaBella. There are documents in the shared drive that outline these discussions--the timeline document outlines the potential timing of their work. This timeline outlines the need for GCCS to secure a rented space for ~2 years before an addition would be completed. January/February 2022 would be the deadline for if an addition is possible--this will include conversations with the Preservation Board and a much more in-depth feasibility study for the addition. LaBella is also going to begin work on a square footage analysis of the existing building as part of the existing lease with RMSC that was discussed during the Board meeting last month. Board members asked some follow up questions regarding updates from any potential rental spaces that were shared during last month's meeting. There are no updates from the MAG, but Maureen is going to send an email tomorrow to get a status update.

CSP Grant: The CSP grant is set and ready to be submitted, but we are still waiting for a DUNS number and an employee ID number. Lisa Wing has been doing a lot of work to get those pieces together to make Flour City campus more official and the DUNS and Employer ID numbers established. Flour City is also now on *Grants Gateway*.

### 6. Committee Updates

- a. **Community Engagement:** Welcome Rahimah and CEC Actions Updates (*Jessica Wanner*)

Welcome Rahimah & CEC Actions: Jess and Chris (CEC) met with Rahimah and the rest of the leadership team (Shannon, Christine, Kemouy). The main goal that Rahimah has for the committee is to develop a timeline for recruitment that will help to establish best practices in using the lottery and create a plan for how they will recruit more students for the River and Flour City Campuses. The Committee is working on their meeting schedule for this year.

- b. **Discipline:** Handbook Kick-off Update (*Shannon Hillman*)  
The teachers dedicated professional development to go through the guide and walk through some scenarios to gain a better understanding of how it will work. Changes will be made after using it for some time. Kemouy explained that the teachers were excited and found it helpful. They are working on how to roll this out to families so they can better understand it.
- c. **Nominating:** Committee Assignment Update(*Annemarie Wess*)  
Annemarie reviewed the committee assignments for each Board member and directed anyone to review the new Committee Assignments table in the Google Drive.
- d. **Personnel:** Staff Handbook Dress Code Revision and COVID Policy Addendum (*Shannon Hillman*)  
The Personnel Committee has a few matters that they would like to bring to the Board based on their discussions earlier this week.

New language and policies were drafted and proposed to amend the dress code in the family and staff handbook. There was a robust conversation amongst staff during professional development about what “offensive” means across the community. It was determined that the dress code was dated and gender-limiting, requiring this revision. A Board Member raised a question about the enforcement of the dress code and how that will work if/when the school community is faced with something that is out of alignment with the new policy. Enforcement will happen when something is causing harm to self, someone else, or is in reference to illegal substances and will be an opportunity for restorative practices.

All of the staff also recognized that the Parental Leave Policy didn’t support new staff because they don’t accrue any leave days when they start. As the plan is currently written it would limit new staff to just 10 absence days but after reviewing it is proposed that any staff member who has worked less than a year is able to take up to two weeks or 10 business days. It also enables them to take that time off within the first 6 months following the birth or adoption of a child.

For COVID purposes last year there was a federal act giving employees paid days off for any COVID related reasons. This act expired in January but GCCS wanted to create something to honor that the pandemic is still ongoing and there may still be days when staff is unable to report. The addendum outlines that staff will get paid days off if their absence is mandated--any time that staff is either just symptomatic or waiting for test results and not at work will need to be used as sick day. Overall the staff supported this addendum however, there was discussion around what the boundaries around what a “mandate” is and who it comes from. The Personnel Committee’s motivation for this addendum is that they really don’t want staff feeling like they need to come in to work sick and to create a policy that was fair and equitable for the staff and school.

**Motion 090821.1**

Upon motion of Michele Hannagan, and duly seconded by Jess Wanner RESOLVED, that the Staff and Student Dress Code Revisions be approved as presented.

**Voting in the affirmative:** Michele Hannagan, Ryan O’Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Voting in the the negative:** None

**Abstaining:** None

**Motion 090821.1 passed:** 8 to 0

**Motion 090821.2**

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance RESOLVED, that the Parental Leave policy revisions to the Staff Handbook be approved as presented.

**Voting in the affirmative:** Michele Hannagan, Ryan O’Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Voting in the negative:** None

**Abstaining:** None

**Motion 090821.2 passed:** 8 to 0

**Motion 090821.3**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess RESOLVED, that the COVID Absence Policy Addendum to the Staff Handbook be approved as presented.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Voting in the negative:** None

**Abstaining:** None

**Motion 090821.3 passed:** 8 to 0

A teacher has just shared that they need to be out on medical leave to care for a family member for approximately one month. Amanda Petrella, would begin as a long term-substitute tomorrow, 9/9, and will start officially on Monday. The per diem long-term substitute rate is \$250.

**Motion 090821.4**

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess RESOLVED, that Amanda Petrella be approved as the long term substitute for the music teacher at the pre-approved per diem rate of \$250.00.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Voting in the negative:** None

**Abstaining:** None

**Motion 090821.4 passed:** 8 to 0

- e. **\*Safety:** Reconciling August Meeting Minutes (*Shannon Hillman*)

During the meeting last month (August), the District Safety Plan was approved by the Board. However, the Building Safety Plan was not approved. However, even though the Building Safety Plan is confidential, it does still need to have a second motion and it's own approval by the Board. The Building Safety Plan is not made public intentionally to ensure school and community safety.

**Motion 090821.5**

Upon motion of Ryan O'Malley, and duly seconded by Traci Terrance RESOLVED, that the GCCS Building Safety Plan for the 2021-2022 school year be approved.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Voting in the negative:** None

**Abstaining:** None

**Motion 090821.5 passed:** to 0

- f. **\*Diversity & Racial Equity:** Updates (*Traci Terrance*)

The committee met in August and the group of parents had the chance to meet both Rahimah and Kemouy. The group discussed intentions for the year and there were 5 new parents interested in participating on the committee this school year during the Open House.

**7. School Leader Update:** First Days of School, GCCS Work Plan Goals (*Shannon Hillman*)

**First Days of School:**

The first days of school are off to a great start--there are a lot of smiling faces and it's exciting to have students back on campus. Teachers are very happy to have students back in person and to have the support of their full teaching team. Attendance rates have been stellar so far. Kindergarten had a successful first day of school today. Community Circle has also been held in two different formats--last week, the opening ceremony was held outside and families were able to attend. Today's Community Circle was held via Zoom due to the rainy weather and being unable to be outside.

**GCCS Work Plan Goals**

Shannon shared GCCS Work Plan Goals that have been developed. The work plan is a working document that outlines the goals for this year and long term, multi-year goals (through 2025). The long term goals will continue to guide the work through the next few years. The goals are under the three main pillars of Mastery of Knowledge and Skills, Character, and High Quality Work. Under each pillar there is a long term goal and a current year goal. For each pillar, the main goals of this year are:

***Mastery of Knowledge & Skills:***

- Students to take control of their own learning

- Students to communicate about their own learning
- Students who are identified as receiving Special Education Services, ELL learners, and economically disadvantaged to improve i-ready scores by more than one-grade letter.

*Character:*

- 70% of students will strongly agree that they feel welcome and included
- More than 95% of students who identify as black will name that they do not have to change who they are to fit in and be welcomed at the school
- Students will work to build and restore relationships; 75% of students will identify harm they have caused and make reparations and recognize this and their growth.

*High Quality Work:*

- Recognize authentic needs and take action in order to make meaningful contributions to their community.
- Name how the arts help them to solve a problem, think critically, communicate articulately and/or ask reflective questions; 90% will be able to speak to it at their Student Led Conference.
- For at least 2 expeditions/exhibition night/final products students will include how they take actions on contemporary diversity and equity issues.

The EL Education School Designers are also working with the school leaders and staff to develop this and it will also include the schedule/calendar for professional developments. The current school designer (Stacey Intriligator) will be transitioning into the designer for the Flour City Campus, and a new school designer, Lisa Zeller, who has worked with School No. 58 for a long time, will be coming on board to support the River Campus.

***Outstanding Business***

**8. Transportation Updates (Shannon Hillman)**

Shannon reviewed compiled data regarding the challenges with transportation, especially within RCSD. RCSD has lost a lot of bus drivers and is struggling to find solutions to get kids on buses and get them to school. GCCS made efforts to get students on buses early, at the end of last year, to contract with First Student transportation. The data reflects attendance for the first four days of school since the 2016-2017 school year and they are pretty similar. For this year attendance is 96.6%. School leaders counted each student getting off the buses during those first four days this year and ~50 students per day took the bus. This varies from the ~72 students who could have taken the bus those first days. Including Kindergarten there are 92 students who have bus assignments. Currently there are 10 students who are still pending bus routes- including 2 students who have siblings that have bus route assignments. Shannon has spoken with other Charter schools in the city and they have more students (upwards of 30-40) who do not have transportation at the moment. Financially the impact of bussing is: \$305 per day per bus x 6 buses = \$1830 per day. RCSD's delayed start also meant that GCCS paid for buses today so as to not miss or delay their start.

Board Members asked questions regarding the current transportation challenge and the equity issue of whether or not we offer bussing to all students every day that school is in session because the districts do not transport GCCS students on days they do not transport their own students. It was discussed that this should be planned in advance and budgeted for next year if this is the direction we want to take and offer busing for all students, everyday. It was suggested that this may be a bigger issue with the school replication because there will be more students and this will need to be figured out for the long-term. Kemouy and Shannon would like to survey the families to gain information about transportation so that the Board can make an informed decision. The Board determined that this year the only option is RCSD bussing and suburban transportation is limited, however the Board needs to determine how to get transportation for all in the next budget year. There was a suggestion that any students who missed school the first few days for someone to make a direct phone call to determine if transportation was the factor.

**Motion 090821.6**

Upon the motion of Mark Scheisser, and seconded by Jess Wanner, RESOLVED that the Board approve the costs incurred for transportation of RCSD students on November 2, 2021, Election Day, to ensure that a transportation option is available for those students on that day.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Voting in the negative:** None

**Abstaining:** None

**Motion 090821.6 passed:** 8 to 0

***New Business***

**9. Facilities and Equipment Expenditures & Contract Approvals**

To follow up from the Board meeting discussion last month regarding LaBella Associates work to complete a square footage assessment of the current school building and to measure and document their findings. This work is being completed as part of the lease agreement with RMSC.

**Motion 090821.7**

Upon motion of Michele Hannagan and duly seconded by Ryan O'Malley, RESOLVED, that the proposal from LaBella Associates D.P.C to measure and document, in the form of scaled floor plan drawings, the existing building that the Genesee Community Charter School ("GCCS") currently occupies, in the amount of \$2,500.00 be approved.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Voting in the negative:** None

**Abstaining:** None

**Motion 090821.7 passed:** 8 to 0

**HVAC Improvements**

There are two HVAC proposals being presented to the Board this evening--with one of them being up for decision and action should the Board decide. EMCOR has suggested putting ionizers into each classroom and three commercial air scrubbers that take 20 minutes to filter the air. It is a better option than the sanitation guns because we would have one on each floor and be able to create a schedule to get them into classrooms after school. The Finance committee requested three quotes and Kemouy has been working to get those. One company does not service schools and the other needs to come in to look at the school and quote comparable products. Emcor said the scrubbers would be available right away and the ionizers would take a few days to come in. This would come out of the ARP grant that we are applying for. There was concern that the scrubbers aren't worth the cost because the air in need of cleaning would be settled by the time the students are back in school the next day. Shannon would like to revisit this with EMCOR and the other companies and ask why they are recommending them and suggested that a scrubber should be running at all times in the lower level.

A question was raised about RMSC taking on any of the costs for the HVAC. Shannon explained that GCCS is taking on the costs for this, but that RMSC will be paying for the upgrade of a boiler in the building that is not up to code. The Board suggested waiting until October to approve costs based on better information and quotes, including the cost shared with the RMSC. Shannon explained that while distancing and masking is mandated, there are few mitigation measures in place and the approval for costs associated with the ionizers would be important to help keep the students safe. The Board decided to hold a joint Executive and Finance committee meeting in the next two weeks to approve the HVAC improvements after more information is gathered and shared.

**Apple MacBook Lease Quotes & Buyout Quotes**

There is a proposal that for the existing staff laptops on lease are moved into a month to month lease for January-June and we could more easily swap out laptops during the summer. Shannon is looking at 10 refurbished MacBooks in comparison to what Apple is able to offer for new devices.

***Open Forum***

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

Michele Hannagan opened up the meeting to public comment at 7:57pm. No public comments were made.

***Future Agenda Topics:***

- Heveron Audit will be on the agenda for the October meeting

**11. Executive Session**

Executive Session was not called during this meeting.

***Meeting Wrap-Up***

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

- The August meeting minutes will be brought to the October meeting for approval.
- Kemouy and Shannon will provide information regarding the proposed HVAC improvements related to the ionizers and air scrubbers to inform an Executive Committee meeting tentatively scheduled for September 21, 2021 at 10 am.

**Motion 090821.8**

Upon the motion of Michele Hannagan and duly seconded by Jess Wanner, RESOLVED, that the Board adjourn the September 8, 2021 meeting at 7:58pm.

**Voting in the affirmative:** Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

**Voting in the negative:** None

**Abstaining:** None

**Motion 090821.8 passed:** 8 to 0

Respectfully Submitted,  
Allison Shultes  
Secretary of GCCS- River Campus Board of Trustees  
GCCS-River Campus Board Minutes/ September 8, 2021