Application: Genesee Community Charter School at the Rochester Museum & Science Center

Shannon Hillman - shillman@GCCSchool.org 2021-2022 Annual Report

Summary

ID: 0000000309

Status: Annual Report Submission

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Aug 1 2022

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) <u>before</u> all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (as of June 30, 2022) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME (Select name from the drop down menu) GENESEE COMMUNITY CHARTER SCHOOL 800000050575 a1. Popular School Name **GCCS** b. CHARTER AUTHORIZER (As of June 30th, 2021) Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks. **BOARD OF REGENTS** d. DISTRICT / CSD OF LOCATION **ROCHESTER CITY SD** e. DATE OF INITIAL CHARTER 7/2000

f. DATE FIRST OPENED FOR INSTRUCTION

8/2001

c. School Unionized

Is your charter school unionized?

No

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The Genesee Community Charter School provides a rich educational experience that values intellectual rigor, respect for diversity, and community responsibility. Our local history-based and globally-connected program immerses our diverse population of children in investigation and discovery, extensively using the cultural and natural resources of our community. Using the Expeditionary Learning design, we nurture children's natural abilities to be reflective questioners, articulate communicators, critical thinkers, and skilled problem-solvers.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (<u>Briefly</u> describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1

EL Education (EL). Our partnership with EL is now in its 19th year. As a nationally recognized school reform model, EL provides systems and structures that allow schools to develop a culture of quality and rigor. GCCS consistently receives high marks in our annual implementation review. EL is fully implemented at our school and we serve as one of 19 mentor schools in EL's 150 school network. We are also one of 34 credentialed schools in the network. EL Credentialing recognizes schools that have attained remarkable achievement impacts in the areas of student character, high-quality work,

	and mastery of knowledge and skills.
KDE 2	Learning Expeditions. As an EL Education school, our students spend most of each school day embarking on purposeful, rigorous "learning expeditions" that involve intellectual, service and kinesthetic dimensions. Learning expeditions are in-depth studies of a single theme or topic, generally lasting twelve weeks, and evolve from the GCCS Curriculum Framework. Learning expeditions are a fully implemented design element and each classroom engages in three expeditions per year.
KDE 3	GCCS Curriculum Framework. The GCCS Curriculum is an interdisciplinary program with social studies, science, literacy and language arts integrated through the study of local history. Students at all levels investigate the natural, social, political and economic history of our community. We structure the curriculum in this way to provide opportunities for deeper learning and a framework on which children can build their understandings year after year. All expeditions involve intensive research, reading, writing, scientific exploration and real-world application. The framework offers challenging, interesting content for all students, regardless of their age and ability levels and is fully implemented at each grade level.
KDE 4	Final Products. Students at GCCS develop the knowledge and skills required to produce a substantial and ambitious final product for each expedition. Real deadlines and an authentic audience raise the stakes and motivate every student to produce excellent work. Final products are fully integrated into the curriculum design at GCCS and several products from our school are featured in the EL/Harvard Graduate School of Education's Center for Student Work. Final products are fully implemented at all grade levels.
KDE 5	Field Work & Experts. Because "using cultural and natural resources of the community" is part of our mission, we view fieldwork as a natural part of the educational program at GCCS. Field studies are

carefully structured to address the learning goals of the expedition, and afford students rich opportunities to "learn on location." With a specific learning purpose in mind and armed with questions and note catchers, students visit local museums and parks, businesses and cemeteries, historic sites and nature centers. Field studies and guest experts are fully implemented into each learning expedition and in every classroom. Rochester Museum & Science Center (RMSC). KDE 6 Because of our emphasis on science, local history and our community, the Rochester Museum & Science Center (RMSC) is an ideal partner and site for our charter school. The resources of the RMSC. the exhibits and collections, its Planetarium and Nature Center, the RMSC campus and neighborhood cultural institutions, provide an extensive network which support our demanding and engaging curriculum. Our use of the RMSC and its staff and resources are fully implemented into our school design. Responsive Classroom & Character Development. KDE 7 Another key design that visitors often remark upon is the consistency in protocols, expectations and student behavior from classroom to classroom. From our first year, we chose the Responsive Classroom (RC) model to guide our social and emotional learning. A few hallmarks of RC that are consistent throughout the school include Morning Choice and Morning Meetings, logical consequences, and classroom organization. We have fully implemented the RC model in our school and nearly all teachers have taken RC training. In addition, we have developed seven character traits that frame our students' interpersonal and work habits. Professional Development. Each year, the staff KDE 8 reviews multiple data sources and identifies the school's "focus areas" for the work plan. Focus areas are selected to improve student character and academic performance. The staff determines measurable goals, actions, and evaluation

strategies for each focus area. We commit 313 hours of whole-staff professional development to address these focus areas. Staff also determines individual goals that are aligned to our school-wide focus areas. Our Teacher Development Accountability Process (TDAP) is designed to address the individual goals through collegial work groups. Instructional coaching with the curriculum specialist also provides teachers with individualized professional development based on personal professional goals. Professional development is fully implemented at GCCS.

KDE 9

Arts Integration. An area where GCCS excels is in the integration of the arts into the curriculum. The arts teachers meet the NYS arts standards for their discipline through meaningful, integrated lessons that mutually support the objectives of the classroom teachers. Rather than being an "add-on" to the curriculum, the arts at GCCS are a valued part of our interdisciplinary curriculum. Classroom and arts teachers work together to plan and implement in-depth curriculum that allows children to use music, visual art, and dance as another language with which to experience, understand, and express what they are learning. GCCS has been nationally recognized for its arts integration model, because it so fully implemented at our school.

KDE 10

Family Participation & Involvement. Family members are an integral part of the school. Parents are viewed as partners with school faculty and staff. We utilize the strengths of each family to involve them in the growth, development, and education of their children in a meaningful way. Our open door policy promotes communication between the School Leader, teachers, and parents. Family members support learning by chaperoning fieldwork, sharing expertise as a guest expert, and volunteering in the classroom. A yearly parent survey provides the school with feedback for school improvement. Parental and family involvement is fully implemented at GCCS..

Need additional space for variables					
No					
h. SCHOOL WEB ADDRESS (URL)					
www.gccschool.org					
i. Total Approved Charter Enrollment for 2021-2 enrollment)	022 School Year (exclude Pre-K program				
225					
j. Total Enrollment on June 30, 2022 (exclude Pr	e-K program enrollment)				
214					
k. Grades Served during the 2021-2022 School	Year (exclude Pre-K program students)				
Check all that apply					
Grades Served	K, 1, 2, 3, 4, 5, 6				
I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?					
No					

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

GENESEE COMMUNITY CHARTER SCHOOL 800000050575

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	657 East Avenue Rochester, NY 14607	585-697-1960	Rochester	K-6	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Shannon Hillman	School Leader	585-697-1960	585-746-7151	shillman@gccs chool.org
Operational Leader	Maureen Milke	Coordinator of Operations and Data	585-697-1960	315-986-4874	mmilke@gccsc hool.org
Compliance Contact	Shannon Hillman	School Leader	585-697-1960	585-746-7151	shillman@gccs chool.org
Complaint Contact	Maureen Milke	Coordinator of Operations and Data	585-697-1960	315-986-4874	mmilke@gccsc hool.org
DASA Coordinator	Lisa O'Malley	Curriculum Coordinator	585-697-1960	585-455-9311	kskovira@gccs chool.org
Phone Contact for After Hours Emergencies	Shannon Hillman	School Leader	585-697-1960	585-746-7151	shillman@gccs chool.org

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co- location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	No plans to leave current location.	No		No		Yes

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC.

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.

Site 1 Certificate of Occupancy (COO)

Certificate of Occupancy GCCS.pdf

Filename: Certificate of Occupancy GCCS.pdf Size: 74.2 kB

Site 1 Fire Inspection Report

FireInspection21 22.pdf

Filename: FireInspection21 22.pdf Size: 240.2 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No		
	No	No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Shannon Hillman
Position	School Leader
Phone/Extension	585-697-1960
Email	shillman@gccschool.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the NYSED CSO
Fingerprint Clearance Oct 2019 Memo. Click YES to agree.

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

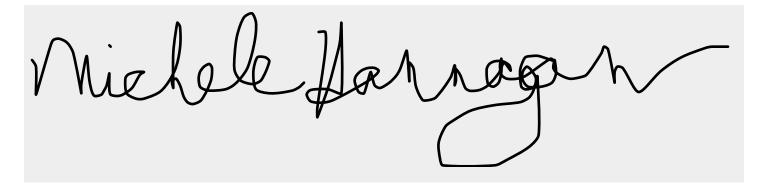
Responses Selected:

Yes

Signature, Head of Charter School

Forman Hulman

Signature, President of the Board of Trustees



Date

Aug 1 2022



Thank you.

Entry 3 Progress Toward Goals

Completed Oct 31 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1**, **2022**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only. Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

GENESEE COMMUNITY CHARTER SCHOOL 800000050575

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022.**

2021-2022 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
			45% of students made a year's growth in Reading according to i-Ready growth scores. 25% of students made their annual stretch growth.

	Academic Goal 1	90% of our students will make at least a year's growth each year in Reading.	i-Ready diagnostic growth reports for first through 6th grade compared with classroom assessments. K-2 Foundational Skills benchmark assessments were also used for grades K-3	Not Met	Although there were stronger results from K-2 Foundational Skills Benchmark Assessments. The school is focusing stronger differentiation practices in ELA and Math with targeted coaching in ELA for all grade level teams to improve growth in student achievement during 2022-23 school year.
	Academic Goal 2	100% of targeted at-risk students in each class will make more than a year's growth in Reading.	i-Ready diagnostic growth reports for first through 6th grade compared with classroom assessments. K-2 Foundational Skills benchmark assessments were also used for grades K-3.	Not Met	38% of students who were more than two grade levels below made their annual growth overall according to i- Ready and Foundational Skills Benchmark Assessments. The school has adjusted the schedule for teams to meet every other week with the Special Education Coordinator to discuss student data and make academic intervention plans

				to accelerate student achievement.
Academic Goal 3	90% of our students will make at least a year's growth each year in Math.	i-Ready diagnostic growth reports for first through 6th grade compared with classroom assessments. Kindergarten is only assessed in the winter and Spring. Therefore teachers used progress towards Kindergarten mathematics standards to support claims.	Not Met	36% of students made a year's growth in Math according to i-Ready growth scores. Although there were stronger results for the students who were further behind academically, the school is focusing stronger differentiation practices in ELA and Math. All grade level teams are dedicating professional development, goals, and professional learning communities to improve growth in student achievement during 2022-23 school year. A new mathematics curriculum was also adopted during the 2022-23 school year.
				Although the students who were three or more grade levels below in math had higher

Academic Goal 4	100% of targeted at-risk students in each class will make more than a year's growth in Math.	i-Ready diagnostic growth reports for first through 6th grade compared with classroom assessments. Kindergarten is only assessed in the winter and Spring. Therefore teachers used progress towards Kindergarten mathematics standards to support claims.	Not Met	median typical growth scores in i- Ready, an average of 47% of students were able to achieve their annual typical growth. The school has adjusted the schedule for teams to meet every other week with the Special Education Coordinator to discuss student data and make academic intervention plans to accelerate student achievement.
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Genesee Community Charter School will increase efforts to enroll multilingual/ English language learners, economically disadvantaged students, and students with disabilities.	Number of Applicants and Number of Enrolled Students in At-Risk Populations According to GoodSchoolsROC Online Application	Met	
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				

Org Goal 7		
Org Goal 8		
Org Goal 9		
Org Goal 10		
Org Goal 11		
Org Goal 12		
Org Goal 13		
Org Goal 14		
Org Goal 15		
Org Goal 16		
Org Goal 17		
Org Goal 18		
Org Goal 19		
Org Goal 20		

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No				

Thank you.

Entry 3 Accountability Plan Progress Reports

Completed Aug 1 2022 Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at <u>Accountability Plan Progress Report</u>. After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Not Applicable Accountability Plan Progress Report

Filename: Not Applicable Accountability Pla vRiyo6P.pdf Size: 46.8 kB

Entry 4 - Audited Financial Statements

Completed Oct 31 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022.** SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the <u>Annual Report Portal</u> no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.

GCCS Financial Statement 2022

Filename: GCCS Financial Statement 2022.pdf Size: 423.3 kB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at http://www.newyorkcharters.org/fiscal/. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Oct 31 2022

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the <u>2021-2022 Annual Reports</u> webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

auditedfinancialreporttemplate-nysed-GCCS RC FYE22

Filename: auditedfinancialreporttemplate ny pi3ooXn.xlsx Size: 71.1 kB

Entry 4c - Additional Financial Documents

Completed Oct 31 2022

<u>Instructions - Regents, NYCDOE and Buffalo BOE authorized schools</u> must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

- 1. Advisory and/or Management letter
- 2. Federal Single Audit
- 3. CSP Agreed-Upon Procedure Report
- 4. Evidence of Required Escrow Account for each school[1]
- 5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

11 Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Dissolution Account GCCS RIVER

Filename: Dissolution Account GCCS RIVER.pdf Size: 95.5 kB

GCCS Auditors Communications 2022

Filename: GCCS Auditors Communications 2022.pdf Size: 271.9 kB

Entry 4d - Financial Services Contact Information

Completed Oct 31 2022

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by November 1, 2022.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

School Based Fiscal	School Based Fiscal	School Based Fiscal
Contact Name	Contact Email	Contact Phone
Shannon Hillman	shillman@gccschool.org	

2. Audit Firm Contact Information

School Audit	School Audit	School Audit	Years Working With
Contact Name	Contact Email	Contact Phone	This Audit Firm
Heveron&Compan y			

3. If applicable, please provide contact information for the school's outsourced financial services firm.

Firm Name	Contact Person	Mailing Address	Email	Phone	Years With
Robin Blew	Robin Blew	68 Wood Creek Drive , Pittsford, NY 14534			14

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Oct 31 2022

<u>SUNY-authorized charter schools</u> should download the <u>2022-23 Budget and Quarterly Report</u> <u>Template and the 2022-23 Budget Narrative Questionnaire</u> from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022**.

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the <u>2022-2023 Budget Template</u> in the portal or from the Annual Report website. **Due November 1, 2022**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

final-2022-2023-ar-budget-template GCCS RIVER

Filename: final 2022 2023 ar budget templat wEBmGSS.xlsx Size: 37.1 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a <u>Trustee Disclosure of Financial Interest Form</u>. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. The education corporation is responsible for completing the form for trustees who left the board during the reporting year.

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

GCCSBOTDisclosureForms2122

Filename: GCCSBOTDisclosureForms2122.pdf Size: 1.8 MB

Entry 7 BOT Membership Table

Completed Aug 1 2022

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

- 1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

GENESEE COMMUNITY CHARTER SCHOOL 800000050575

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meeting s Attende d During 2021- 2022
1	Michele Hannag an		Chair	Personn el Commit tee (Chair) Executiv e Commit tee (Chair)	Yes	4	07/01/2 021	06/30/2 024	12
2	Annema rie Wess		Vice Chair	Nominat ing Commit tee (Chair) Personn el Commit tee	Yes	2	07/01/2 019	06/30/2 022	8
				Executiv e Commit					

3	Kevin Sutherla nd	Treasure r	tee Finance Commit tee (Chair)	Yes	3	07/01/2 021	06/30/2 024	11
4	Allison Shultes	Secretar y	Executiv e Commit tee Safety Commit tee	Yes	2	07/01/2 021	06/30/2 024	12
5	Tasha Stevens	Trustee/ Member	Commu nity Engage ment Commit tee Diversit y and Racial Equity Commit tee Executiv e Commit	Yes	2	07/01/2 021	06/30/2 024	10
6	Mark Schiess er	Trustee/ Member	Finance Commit tee	Yes	4	07/01/2 019	06/30/2 022	7
7	Nolica Murray- Fields	Trustee/ Member	Disciplin e Commit tee (Chair)	Yes	2	07/01/2 021	06/30/2 024	5 or less
			Commu nity Engage					

8	Joshua Stapf	Trustee/ Member	ment Commit tee Finance Commit tee	No	1	07/01/2 021	06/30/2 023	6
9	Nathani el Sheppar d	Trustee/ Member	Finance Commit tee	No	1	07/01/2 021	06/30/2 022	5 or less

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD /YYYY)	End Date of Current Term (MM/DD /YYYY)	Board Meeting s Attende d During 2021- 2022
10	Elizabet h Pietrzyk owski		Trustee/ Member	Nominat ing Commit tee Finance Commit tee	No	2	07/01/2 021	06/30/2 024	10
11	Ryan O'Malle y		Trustee/ Member	Finance Commit tee	Yes	2	07/01/2 020	06/30/2 023	11
11	O'Malle		_	Commit	Yes	2			

12	Charlie Johnson	Pare Rep	nt nity Engage ment Commit tee	No	1	07/01/2 021	06/30/2 024	10
13	Traci Terrance	Pare Rep	Diversit y and Racial Equity Commit nt tee (Co- Chair) Disciplin e Commit tee	Yes	1	07/01/2 019	06/30/2 022	6
14	Jessica Winterh alt Wanner	Pare Rep	Community Engage ment Commit tee (Co- Chair) Personn el Commit tee Diversit y and Racial Equity Commit tee Executiv e Commit	Yes	1	07/01/2 020	06/30/2 023	10
15								

1c. Are there more than 15 members of the Board of Trustees?

R I	_
1/1	$\boldsymbol{\Gamma}$
- I V	•

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

- 1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	13
b.Total Number of Members Added During 2021- 2022	0
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	14

3. Number of Board meetings held during 2021-2022

15

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

10

Total number of Voting Members added during the 2021-2022 school year:
0
Total number of Voting Members who departed during the 2021-2022 school year:
0
Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:
14
Total number of Non-Voting Members on June 30, 2022:
3
Total number of Non-Voting Members added during the 2021-2022 school year:
3
Total number of Non-Voting Members who departed during the 2021-2022 school year:
1

Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:

7

Board members attending 8 or fewer meetings during 2021-2022

6

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 1 2022

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should <u>match</u> the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

GCCS BOT Meeting Minutes 2021_2022

Filename: GCCS BOT Meeting Minutes 2021 2022.pdf Size: 782.6 kB

Entry 9 Enrollment & Retention

Completed Aug 1 2022

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

3 3	
Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
•Based on the recommendation stemming from SWOT analysis conducted in 2020-21 school year, hired a Director of Family and Community Engagement to focus on community partnerships, community messaging, recruitment, enrollment, and retention. •Prioritized hiring staff of color including open leadership positions to continue to improve community perception of school diversity. •Focused partnerships with community-based organizations including Action for a Better Community Childcare Centers •Continued contract with GoodSchoolsROC to join the Rochester Charter Schools' common application process and recruitment strategies • TV and Radio Commercials through GoodSchoolsROC English and Spanish • TV and Radio commercials (specific for GCCS) through public broadcasting and traditionally popular stations for black and brown families in English and Spanish adjusting the advertisement and messaging to appeal to the BIPOC community • Ads from GoodSchoolsROC and GCCS in the City Newspaper • Facebook Advertisement Boosts	•Continue current efforts •Create a strategic plan with the Director of Family and Community Engagement who will explore and strengthen partnerships with community based organizations to increase the school's footprint in economically disadvantaged neighborhoods. •Participate in off-site information sessions with translators to meet perspective
for GCCS and GoodSchoolsROC	families and provide information

Economically Disadvantaged

- GoodSchoolsROC -Instagram,
 Google Ads, and YouTube
 Campaigns
- Postcards 2 times a year to households
- School Selection Booklet for all charters in Rochester sent to every family household in the Rochester City School District
- Discussed recruitment and retention efforts with the Diversity and Racial Equity
 Committee as well as the
 Community Engagement
 Committee soliciting new ideas for community partnerships and recruitment/retention focus areas
- Sent English and Spanish GCCS posters to urban neighborhood churches, bodegas, and convenience stores
- •Sent English and Spanish GCCS digital fliers to all city libraries, social services offices, pediatric offices, YMCAs and YWCAs, music schools, museums
- GCCS attended virtual recruitment fair hosted by GoodSchoolsROC
- Held several virtual and inperson information sessions and student-led tours for perspective families with translators for Spanish and American Sign Language.
- Held a booth at a fall Trick-or-Treating event at the Rochester
 Public Market handing out informational fliers and promotional cups to families with elementary-aged children
- Participated in virtual and offsite charter school fairs located in non-profit organizations and community centers within the

- about our school as well as support families in filling out the school application
- •Continue contracting with E3Rochester's Common Application on GoodSchoolsRoc.org that includes all Rochester Charter Schools. This will continue to provide easier access to the application and the online capability allows for the website and application to be translated into 20 different languages.
- •Continue to strengthen the relationship with the charter schools in the Rochester area through Charter Advocacy groups and Foundations to share marketing and recruitment strategies and resources.

	city of Rochester.	
	•Based on the recommendation stemming from SWOT analysis conducted in 2020-21 school year, hired a Director of Family and Community Engagement to focus on community partnerships, community messaging, recruitment, enrollment, and retention. •Focused partnerships with community-based organizations including Ibero American Action League's Childcare Centers •Continued contract with GoodSchoolsROC to join the Rochester Charter Schools' common application process and recruitment strategies • TV and Radio Commercials through GoodSchoolsROC English and Spanish	Continue current efforts Create a strategic plan with the Director of Family and Community Engagement who will explore and strengthen
	 Spanish TV and Radio commercials (specific for GCCS) through public broadcasting and traditionally popular stations for 	explore and strengthen partnerships with community based organizations to increase the school's footprint in bilingual and refugee neighborhoods.
	black and brown families in English and Spanish adjusting the advertisement and messaging to appeal to the BIPOC community	• Participate in off-site information sessions with translators to meet perspective families and provide information about our school as well as
	 GoodSchoolsROC -Instagram, Google Ads, and YouTube Campaigns Postcards 2 times a year to households in English and 	support families in filling out the school application •Continue contracting with E3Rochester's Common Application on GoodSchoolsRoc.org that
English Language Learners	Spanish • School Selection Booklet for all charters in Rochester sent to every family household in the Rochester City School District	includes all Rochester Charter Schools. This will continue to provide easier access to the application and the online capability allows for the website
	 Discussed recruitment and retention efforts with the Diversity and Racial Equity 	and application to be translated into 20 different languages.Continue to strengthen the

Committee as well as the
Community Engagement
Committee soliciting new ideas
for community partnerships and
recruitment/retention focus areas
• Sent English and Spanish GCCS
posters to urban neighborhood
churches, bodegas, and
convenience stores

- •Sent English and Spanish GCCS digital fliers to all city libraries, social services offices, pediatric offices, YMCAs and YWCAs, music schools, museums
- GCCS attended virtual recruitment fair hosted by GoodSchoolsROC
- Held several virtual and inperson information sessions and student-led tours for perspective families with translators for Spanish and American Sign Language.
- Participated in virtual and offsite charter school fairs located in non-profit organizations and community centers within the city of Rochester which included primarily Spanish speaking organizations
- •The online application is available in multiple languages

- relationship with the charter schools in the Rochester area through Charter Advocacy groups and Foundations to share marketing and recruitment strategies and resources
- Participate in charter school recruitment events and involve English as a New Language Teacher in these events to discuss our program offerings with families.
- •Modify the website design to have the ability to be translated into different languages based on predictability software and viewer choice.

•Based on the recommendation stemming from SWOT analysis conducted in 2020-21 school year, hired a Director of Family and Community Engagement to focus on community partnerships, community messaging, recruitment, enrollment, and retention.
•Focused partnerships with

community-based organizations

including Starbridge (organization that supports families with disabilities)

- Promoted an online article featuring GCCS's whole-child approach to inclusive education
- •Continued contract with GoodSchoolsROC to join the Rochester Charter Schools' common application process and recruitment strategies • TV and Radio Commercials through GoodSchoolsROC English and Spanish
- TV and Radio commercials (specific for GCCS) through public broadcasting
- Ads from GoodSchoolsROC and GCCS in the City Newspaper
- Facebook Advertisement Boosts for GCCS and GoodSchoolsROC
- GoodSchoolsROC -Instagram,
 Google Ads, and YouTube
 Campaigns
- Postcards 2 times a year to households
- School Selection Booklet for all charters in Rochester sent to every family household in the Rochester City School District
- Discussed recruitment and retention efforts with the Diversity and Racial Equity Committee as well as the Community Engagement Committee soliciting new ideas for community partnerships and recruitment/retention focus areas
- •Sent English and Spanish GCCS posters to urban neighborhood churches, bodegas, and
- convenience stores
- Sent English and Spanish GCCS digital fliers to all city libraries, social services offices, pediatric

- Continue current efforts
- •Create a strategic plan Director of Family and Community Engagement who will explore and strengthen partnerships with community based organizations to increase the school's footprint in serving students with disabilities. This includes continuing to strengthen a relationship with a local advocacy organization for families with disabilities and discussing recruitment and retention efforts with a current affinity family group focused on neurodivergent learners.
- Participate in off-site information sessions sharing the school's program offerings for students with disabilities
- •Continue contracting with E3Rochester's Common Application on

GoodSchoolsRoc.org that includes all Rochester Charter Schools. This will continue to provide easier access to the application and the online capability allows for the website and application to be translated

Students with Disabilities

offices, YMCAs and YWCAs, music schools, museums

- GCCS attended virtual recruitment fair hosted by GoodSchoolsROC
- Held several virtual and inperson information sessions and student-led tours for perspective families with translators for Spanish and American Sign Language.
- Held a booth at a fall Trick-or-Treating event at the Rochester
 Public Market handing out informational fliers and promotional cups to families with elementary-aged children
- Participated in virtual and offsite charter school fairs located in non-profit organizations and community centers within the city of Rochester
- On the School's website and in any information session, always explained that our classrooms are inclusive and support both general education students and students who qualify for an IEP.
- Provided tours and one-on-one meetings for applying and waitlisted families of neurodiverse students and students with specialized plans to encourage acceptance to the school.

into 20 different languages.Participate in charter school

recruitment events and involve our Special Education
Coordinator and Social Worker in these events to discuss our program offerings with families
•Continue to promote an online blog article featuring GCCS's whole-child approach to inclusive education on social media.

Retention Efforts Toward Meeting Targets

Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
•Continued to fully implement a staff-family Diversity and Racial	

Equity Committee to increase involvement of, participation of, and support for families of color and ELL/MLL families in the life of the school

- •Ensured that families who move within the city or county receive information about transportation options
- Maintained high level of parent satisfaction through excellent instructional program, communication, and family involvement opportunities
- Continuing to refine Discipline Policies by collaborating with the Discipline Committee to revise the school's Code of Conduct
- Collaborated with Restorative Practices Coach and contracted with a Restorative Practices Organization to fully implement and train teachers in Restorative Practices
- Hired a Director of Family and Community engagement and utilized Social Worker to support school-wide initiatives to promote Social-Emotional Practices. This included one-onone "coffee chats" between Director of Family and Community Engagement and current families to learn about strengths and barriers to community culture and student/family retention
- •Continued professional development regarding culturally responsive teaching, unconscious bias, racial equity including staff initiatives (including a contract with an organization who provides professional

- Continue current efforts
- Provide workshops and trainings for teachers, students, and families regarding identity within the community
- •Shift the role of Restorative
 Practice Coach to "Student
 Culture Coordinator" to ensure
 equity is examined among all
 community stakeholders
 including students who are
 economically disadvantaged.
- •Continue partnerships and courageous discussions with the Family Association and Diversity and Racial Equity Crew to ensure strong communication and collaboration among families who currently have a low socioeconomic status.
- •Continue to grow the system of "crews" for families to help the community stay connected, including sharing of resources for economically diverse families
- •Continue racial equity discussions with families to hear concerns and respond to systemic racism and transition these important meetings to Diversity and Racial Equity Crew meetings as well as Staff Professional Development.
- •Continue to implement Restorative Practices more broadly and thoroughly training staff and families in this approach.
- •Fully adopt the revised Code of

Economically Disadvantaged

development related to Diversity,

Equity, and Inclusion) to be more involved in the communities where their students live
•Created a system of "crew time" for students. This means students had regular crew meetings with a small group of their peers, one of their teachers, and another staff member to support student sense of belonging.

•Created a system of "crew time" for families. This means families had regular affinity group meetings with a small group of other family members who had a common interest including a group specifically for families of color to share resources and discuss challenges and/or strengths related to belonging within the school community.

Conduct and Discipline Policy that includes Restorative Practices to continue to promote equity and cultural responsiveness promoting a sense of belonging.

•Shift the master schedule to support bi-weekly meetings between teachers and the Literacy Coordinator and Special Education Coordinator to promote coaching on intervention practices and strategies to have equitable and culturally responsive instruction.

- •Continued to fully implement a staff-family Diversity and Racial Equity Committee to increase involvement of, participation of, and support for families of color and ELL/MLL families in the life of the school
- Ensured that families who move within the city or county receive information about transportation options
- Maintained high level of parent satisfaction through excellent instructional program, communication, and family involvement opportunities
- •Continuing to refine Discipline Policies by collaborating with the Discipline Committee to revise the school's Code of Conduct
- •Collaborated with Restorative

- Continue current efforts
- Provide workshops and trainings for teachers, students, and families regarding identity within the community
- Shift the role of Restorative Practice Coach to "Student

Practices Coach and contracted with a Restorative Practices Organization to fully implement and train teachers in Restorative Practices

- Hired a Director of Family and Community engagement and utilized Social Worker and English as a New Language Teacher to support school-wide initiatives to promote Social-Emotional Practices and connecting **ELL/MLL** families with community resources. This included one-onone "coffee chats" between Director of Family and Community Engagement and current families to learn about strengths and barriers to community culture and student/family retention
- •Continued professional development regarding culturally responsive teaching, unconscious bias, racial equity including staff initiatives (including a contract with an organization who provides professional development related to Diversity, Equity, and Inclusion) to be more involved in the communities where their students live
- •Created a system of "crew time" for students. This means students had regular crew meetings with a small group of their peers, one of their teachers, and another staff member to support student sense of belonging.
- •Created a system of "crew time" for families. This means families had regular affinity group meetings with a small group of other family members who had a

Culture Coordinator" to ensure equity is examined among all community stakeholders including students who are economically disadvantaged.

- •Continue partnerships and courageous discussions with the Family Association and Diversity and Racial Equity Crew to ensure strong communication and collaboration among families whose primary language is not English
- •Continue racial equity discussions with families to hear concerns and respond to systemic racism and transition these important meetings to Diversity and Racial Equity Crew meetings as well as Staff Professional Development.
- •Strengthen partnerships with the refugee and Latinx communities in Rochester to amplify community resources for our existing ELL/MLL families.
- Fully adopt the revised Code of Conduct and Discipline Policy that includes Restorative Practices to continue to promote equity and cultural responsiveness promoting a sense of belonging.
- •Shift the master schedule to support bi-weekly meetings between teachers and the Literacy Coordinator and Special Education Coordinator to promote coaching on intervention practices and strategies to have equitable and culturally responsive instruction.
- Set regular consultant meetings between the teaching teams and the English as a New

English Language Learners

common interest including a group specifically for families of color to share resources and discuss challenges and/or strengths related to belonging within the school community.

• Translated communication

- Translated communication and/or provided support for non-English speaking families
- Provided translators for all parent-teacher conferences,
 Community Circles, or other major events for families whose dominant language is not English
- Worked with refugee sponsors to ensure transportation and communication was effective

Language Teacher to ensure proper practices are in place to support ELLs and MLLs

- Increased the capacity of the Intervention Team to involve more staff members in Tier 2 and 3 intervention efforts
- •Continued work with a .5 FTE Math Intervention Specialist to support students in Tier 3 intervention for Mathematics and provide coaching for teachers.
- •Regular Intervention Team meetings to discuss school-wide and class wide trends and needs, especially related to projected tracks for special education referrals
- Classroom teachers, and often members of the Intervention Team, involved families early and met regularly to address behavioral or academic concerns • Met with Special Education
- •Met with Special Education
 Team regularly to discuss student
 progress and/or concerns and
 discussed ways families were
 involved in the process
- Provided training for staff to

- Continue current efforts
- •Utilize the Director of Family and Community Engagement to serve as a liaison between families and staff ensuring strong communication about resources provided through our inclusive education program •Continue training for the use of the Academic Intervention and Emotion Regulation Handbook with staff
- Conduct more specific professional development to train teachers on new

Students with Disabilities

- utilize the Academic Intervention and Emotion Regulation Handbook created by GCCS.
- •Offered parent advocate support as needed to families by starting a family "crew" of families with neurodiverse students (students who have IEPs or 504 plans)
- •Continued relationship with local advocacy organization to pair families who are navigating the special education referral process with an advocate for support
- Developed a strong relationship with the head of the Special Education Department for our most represented district ensuring strong communication and guidance to support families through the referral process.
- Have the Special Education Coordinator join monthly meetings with other SPED coordinators from Rochester Area charter schools to share resources.

- intervention systems and best practices for a CSE referral process
- •Create a protocol for training parent advocates to support new families going through the CSE process
- •Shift the master schedule to support bi-weekly meetings between teachers and the Literacy Coordinator and Special Education Coordinator to promote coaching on intervention practices and strategies to have equitable and culturally responsive instruction including keeping strong systems for the referral process.

Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees[1] receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is <u>not</u> employed by the school.

[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers. See NYSED memorandum dated October 1, 2019 at http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf or visit the NYSED website at: http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates <u>automatically</u> once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at NYSED CSO Employee Clearance and Fingerprint Memo 10-2019.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed Aug 1 2022

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1.5
Total Category A: 5 or 30% whichever is less	1.5

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	0.0

TOTAL FTE COUNT OF **UNCERTIFIED** TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	1.5

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF <u>CERTIFIED</u> TEACHERS

	FTE Count
Total Category E	22

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	23.5



Thank you.

Entry 12 Organization Chart

Completed Aug 1 2022

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2021-2022 **Organization Chart.** The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

21-22 School Organization Chart without Names

Filename: 21 22 School Organization Chart wi o7TPEfw.pdf Size: 62.9 kB

Entry 13 School Calendar

Completed Aug 1 2022

Instructions for submitting School Calendar

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the <u>minimum instructional requirements</u> as required of other public schools "… unless the school's charter requires more instructional time than is required under the regulations."

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

GCCS Calendar 2022-2023 with Instructional hours

Filename: GCCS Calendar 2022 2023 with Instr 80SSrJi.pdf Size: 180.1 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the <u>link</u> from the school's website for each of the items:

- 1. Current Annual Report (i.e., 2021-2022 Annual Report);[1]
- 2. Board meeting notices, agendas and documents:
- 3. New York State School Report Card;
- 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY);

- 5. District-wide safety plan, not a building level safety plan (as per the September 2021 <u>Emergency</u> Response Plan Memo;
- 6. Authorizer-approved FOIL Policy; and
- 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

Form for Entry 14 Links to Critical Documents on School Website

School Name: Genesee Community Charter School at the Rochester Museum & Science Center

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the <u>link</u> from the school's website for each of the items:

	Link to Documents	
1. Current Annual Report (i.e., 2021-2022 Annual Report)	https://www.gccschool.org/wp- content/uploads/2022/07/genesee-community- charter-school-ar2021.pdf	
2. Board meeting notices, agendas and documents	https://www.gccschool.org/about/board-of-trustees- 2/	
3. New York State School Report Card	https://data.nysed.gov/essa.php? instid=800000050575&year=2021&createreport= 1&OverallStatus=1§ion 1003=1&EMStatus=1 &EMchronic=1&38ELA=1&38MATH=1&48SCI=1&n yseslat=1&naep=1&expend=1&staffqual=4&fedd ata=1	
4. Authorizer-approved DASA Policy and NYSED- Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.gccschool.org/about/dignity-for-all-students-act-dasa/ and https://www.gccschool.org/wp-content/uploads/2020/07/Attachment-D-GCCS-Discipline-Policy-and-Code-of-Conduct-4-10-19-1.pdf	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.gccschool.org/wp- content/uploads/2021/10/2021-22-GCCS-District- Safety-Plan.pdf	
6. Authorizer-approved FOIL Policy	https://www.gccschool.org/wp- content/uploads/2020/08/FOIL-Policy.pdf	
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.gccschool.org/wp- content/uploads/2022/07/FOIL-Subject-Matter- List.pdf	



Thank you.

Entry 15 Staff Roster

Completed Aug 1 2022

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel <u>Faculty/Staff Roster Template</u> and provide the following information for **ANY and ALL** instructional and non-instructional employees.

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

faculty-staff-roster-GCCSannualreport-2022-v2

Filename: faculty staff roster GCCSannualre RDbQ7fC.xlsx Size: 21.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Charter School Name
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	Rochester City School District
If located in NYC DOE select CSD:	-
School Fiscal Contact Name:	Shannon Hillman
School Fiscal Contact Email:	
School Fiscal Contact Phone:	
School Audit Firm Name:	Heveron&Company
School Audit Contact Name:	Jeanne Beutner
School Audit Contact Email:	
School Audit Contact Phone:	
Audit Period:	2021-22
Prior Year:	2020-21

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

ltem	If not included, state the reason(s) below (if not applicable fill in N/A):	
Management Letter		
Management Letter Response		
Form 990		
Federal Single Audit (A-133)		
Corrective Action Plan		

Charter School Name Statement of Financial Position as of June 30

	2022		2021
CURRENT ASSETS			
Cash and cash equivalents	\$ 97,5	512 \$	282,976
Grants and contracts receivable	162,1		116,743
Accounts receivables	421,6		16,334
Prepaid Expenses	93,0		60,402
Contributions and other receivables	/ -	-	-
Other current assets	959,6	521	1,278,580
TOTAL CURRENT ASSETS	1,733,9		1,755,035
NON-CURRENT ASSETS			
Property, Building and Equipment, net	\$ 431,6	13 \$	556,463
Restricted Cash	100,1	.29	100,116
Security Deposits	3,4	78	3,478
Other Non-Current Assets	<u></u>	<u>-</u>	<u>-</u>
TOTAL NON-CURRENT ASSETS	535,2	220	660,057
TOTAL ASSETS	2,269,1	94	2,415,092
CURRENT LIABILITIES Accounts payable and accrued expenses Accrued payroll, payroll taxes and benefits Current Portion of Loan Payable Due to Related Parties Refundable Advances	\$ 49,2 516,3 141,4	59	26,400 466,211 - -
Deferred Revenue		-	5,175
Other Current Liabilities		<u>-</u>	
TOTAL CURRENT LIABILITIES	707,0	068	497,786
LONG-TERM LIABILITIES	A	¢	
Loan Payable; Due in More than One Year Deferred Rent	\$	- \$	-
Due to Related Party		-	-
Other Long-Term Liabilities			_
TOTAL LONG-TERM LIABILITIES	-	_ _	
TOTAL LIABILITIES	707,0	<u> </u>	497,786
NET ASSETS			
Unrestricted	\$ 926,7		1,067,306
Temporarily restricted	635,4	ω /	850,000
Permanently restricted		- —	<u> </u>
TOTAL NET ASSETS	1,562,1	<u> </u>	1,917,306
TOTAL LIABILITIES AND NET ASSETS	2,269,1	94	2,415,092

Charter School Name Statement of Activities as of June 30

	2022					2021		
	Unrestricted			Temporarily Restricted	Total		Total	
OPERATING REVENUE								
State and Local Per Pupil Revenue - Reg. Ed	\$	2,933,584	\$	-	\$	2,933,584	\$	2,908,265
State and Local Per Pupil Revenue - SPED				-		-		-
State and Local Per Pupil Facilities Revenue				-		-		-
Federal Grants		377,835		-		377,835		138,698
State and City Grants		-		-		-		-
Other Operating Income		4,614		-		4,614		825
Food Service/Child Nutrition Program		112,468				112,468		66,729
TOTAL OPERATING REVENUE		3,428,501		-		3,428,501		3,114,517
EXPENSES								
Program Services								
Regular Education	\$	3,028,223	\$	-	\$	3,028,223	\$	2,739,466
Special Education		93,872		-		93,872		124,896
Other Programs		123,806		-		123,806		82,547
Total Program Services		3,245,901		-		3,245,901		2,946,909
Management and general		517,675		-		517,675		478,869
Fundraising		-		-				
TOTAL EXPENSES		3,763,576		-		3,763,576		3,425,778
SURPLUS / (DEFICIT) FROM OPERATIONS		(335,075)		-		(335,075)		(311,261)
SUPPORT AND OTHER REVENUE								
Interest and Other Income	\$	25,057	\$	-	\$	25,057	\$	32,723
Contributions and Grants		-		-		-		7,557
Fundraising Support		-		-		-		-
Investments		(129,409)		-		(129,409)		130,798
Donated Services		33,412		-		33,412		46,472
Other Support and Revenue		50,835		-		50,835		
TOTAL SUPPORT AND OTHER REVENUE		(20,105)		-		(20,105)		217,550
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$	-	\$	-	\$	-	\$	-
CHANGE IN NET ASSETS		(355,180)		-		(355,180)		(93,711)
NET ASSETS - BEGINNING OF YEAR	\$	1,917,306	\$	-	\$	1,917,306	\$	2,011,017
PRIOR YEAR/PERIOD ADJUSTMENTS				-				-
NET ASSETS - END OF YEAR	\$	1,562,126	\$	-	\$	1,562,126	\$	1,917,306
					·			

Charter School Name Statement of Cash Flows

as of June 30

	2022	2021		
CASH FLOWS - OPERATING ACTIVITIES				
Increase (decrease) in net assets	\$ -	\$	-	
Revenues from School Districts	2,899,451		2,950,848	
Accounts Receivable	-		-	
Due from School Districts	-		-	
Depreciation	-		-	
Grants Receivable	-		-	
Due from NYS	-		-	
Grant revenues	343,155		84,195	
Prepaid Expenses	-		<u>-</u>	
Accounts Payable	-		-	
Accrued Expenses	-		-	
Accrued Liabilities	-		-	
Contributions and fund-raising activities	17,933		7,557	
Miscellaneous sources	177,086		99,770	
Deferred Revenue	-		-	
Interest payments	-		-	
Payments to Vendors	(912,141)		(680,098)	
Payments to Employees	(2,648,639)		(2,481,085)	
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ (123,155)	\$	(18,813)	
CASH FLOWS - INVESTING ACTIVITIES	\$	\$		
Purchase of equipment	(418,306)		(38,407)	
Other	214,593		-	
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (203,713)	\$	(38,407)	
CASH FLOWS - FINANCING ACTIVITIES	\$	\$		
Principal payments on long-term debt	192,201		-	
Other	 (50,784)			
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ 141,417	\$	-	
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ (185,451)	\$	(57,220)	
Cash at beginning of year	383,092		440,312	
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 197,641	\$	383,092	

Charter School Name Statement of Functional Expenses as of June 30

		2022									
			Progran	n Services		Supporting Services					
	No. of Positions	Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total	Total		
Personnel Services Costs		\$ \$	\$	\$ \$		\$	\$ \$		\$	\$	
Administrative Staff Personnel	29.00	1,535,983	60,212	-	1,596,195	-	246,713	246,713	1,842,908	1,434,113	
Instructional Personnel	5.00	82,474	-	-	82,474	-	-	-	82,474	392,864	
Non-Instructional Personnel	4.00	113,904	-	13,525	127,429	-		-	127,429	102,207	
Total Salaries and Staff	38.00	1,732,361	60,212	13,525	1,806,098	-	246,713	246,713	2,052,811	1,929,184	
Fringe Benefits & Payroll Taxes		382,011	21,676	1,319	405,006	-	55,606	55,606	460,612	449,201	
Retirement		137,544	-	-	137,544	-	47,819	47,819	185,363	166,194	
Management Company Fees		-	-	-	-	-		-	-	-	
Legal Service		-	-	-	-	-	17,300	17,300	17,300	9,550	
Accounting / Audit Services		-	-	-	-	-	11,950	11,950	11,950	22,951	
Other Purchased / Professional /		55,000	-	-	55,000	-	99,936	99,936	154,936	159,790	
Consulting Services											
Building and Land Rent / Lease		191,267	6,238	2,079	199,584	-	8,316	8,316	207,900	219,868	
Repairs & Maintenance		56,394	1,839	613	58,846	-	2,452	2,452	61,298	8,489	
Insurance		38,682	-	-	38,682	-	6,408	6,408	45,090	38,132	
Utilities		-	-	-	-	-		-	-	-	
Supplies / Materials		44,909	-	-	44,909	-		-	44,909	38,759	
Equipment / Furnishings		-	-	-	-	-		-	-	10,601	
Staff Development		89,212	-	-	89,212	-		-	89,212	40,675	
Marketing / Recruitment		-	-	-	-	-		-	-	-	
Technology		26,269	-	-	26,269	-		-	26,269	52,538	
Food Service		-	-	106,270	106,270	-		-	106,270	68,265	
Student Services		112,072	-	-	112,072	-		-	112,072	38,228	
Office Expense		36,162	-	-	36,162	-	19,207	19,207	55,369	39,789	
Depreciation		126,340	3,907	-	130,247	-		-	130,247	133,564	
OTHER		-	-	-	-	-	1,968	1,968	1,968	-	
Total Expenses		\$ 3,028,223	93,872	\$ 123,806 \$	3,245,901	\$ -		517,675	\$ 3,763,576	\$ 3,425,778	



CITY OF ROCHESTER

CERTIFICATE NO.: 83 901 DATE ISSUED: AUGUST 11, 2014 EXPIRATION: NOT APPLICABLE LEGAL USE: SCHOOL

CASE NO.: 542407 PERMIT: 1125708

SBL NO: 12143000010160000000

CERTIFICATE OF OCCUPANCY {PARTIAL}

PROPERTY LOCATION: 0014-22 S GOODMAN ST

This is to certify that the above property may be legally occupied in the following manner:

BRICK 2 STORIES CERTIFICATE FOR ADDITION OF EAST SIDE OF THE CHARTER SCHOOL {2,250 SQUARE FEET}

This Certificate is issued and based on the application made by:

ROCH MUSEUM & SCIENCE CEN, (OWNER), ON AUGUST 8, 2013

The Certificate of Occupancy remains in effect from the date of issuance until the expiration date noted above, unless sooner terminated by the occurrence of any of the events enumerated in Section 90-16A(2) of the City Code and must be renewed, if applicable, no later than the expiration date of this Certificate.

This is to certify that the above property conforms to issued building permits and substantially conforms with the requirements of the following codes of the City of Rochester: Zoning Ordinance, Building Code, Property Code, and, where applicable, the N.Y.S Multiple Residency Law.

CODE COMPLIANCE COORDINATOR

NOTICE AND DISCLAIMER

PROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE HICDEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS, IN ADDITION, THE CITY MAKES NO REPRESENTATION, CERTIFICATION OR GUARANTEE TO ANY PERSON OR ENTITY, AND ASSUMES NO LIBILITY FOR REAL OR CLAIMED FAILURE TO OSSERVE OR DITE ANY DEFECTS. WHETHER HIDDEN OR OBVIOUS, IN CONJUNCTION WITH ANY INSPECTION REQUISITE FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY, PROPERTY INSPECTIONS MAY RESULT IN CERTAIN DEFICIENCES BEING NOTED BUT NOT CITED AS VIOLATIONS BASED ON THEIR CATEGORIZATION AS MINOR IN NATURE, CITY INSPECTIONS ARE DONE TO PROMOTE THE HEALTH, SAFETY AND WELFARE OF THE PUBLIC AS A WHOLE, BY ENHANCING THE CITY'S HOUSING STOCK AND RESIDENTIAL NEIGHBORHOODS.

<u>LENDERS AND PURCHASERS ARE STRONGLY ENCOURAGED TO CONSULT INDEPENDENT INSPECTORS.</u>

EEO Employer/Handicapped



CITY OF ROCHESTER

CERTIFICATE NO.: 56153

DATE ISSUED: AUGUST 10, 2001 EXPIRATION: NOT APPLICABLE

LEGAL USE:

CHARTER SCHOOL

AUG 2 0 2001

CASE NO.:

C-21

CERTIFICATE OF OCCUPANCY

PROPERTY LOCATION:

0014-22

S GOODMAN ST

This is to certify that the above property may be legally occupied in the following manner:

TYPE 2B 2 STORIES C5.5
BASEMENT, FIRST AND SECOND FLOOR - CHARTER SCHOOL
(GENESEE COMMUNITY)
8,715 SQ. FT.

This Certificate is issued and based on the application made by JOSEPH GRAVES, (OWNER'S AGENT), ON APRIL 18, 2001

The Certificate of Occupancy remains in effect for a period of five years from the date of issuance unless otherwise noted and must be renewed not later than the expiration date of this Certificate.

This is to certify that the above property conforms to issued building permits and substantially conforms with the requirements of the following codes of the City of Rochester: Zoning Ordinance, Building Code, Property Code, and, where applicable, the N.Y.S. Multiple Residency Law.

ADMINISTRATOR OF CODE COMPLIANCE

DEPUTY COMMISSIONER/ DIRECTOR OF BUILDINGS AND ZONING Agul M. Donie

NOTICE AND DISCLAIMER

ROPERTY INSPECTIONS ARE VISUAL AND NON-DESTRUCTIVE ONLY AND ARE NOT INTENDED TO PROVIDE INFORMATION CONCERNING POSSIBLE DOEN DEFECTS WITHIN OR BEHIND WALLS, CEILINGS, PARTITIONS OR FLOORS. IN ADDITION, THE CITY MAKES NO REPESENTATION, CERTIFICATION REQURRENT OF ANY PERSON OR ENTITY, AND ASSUMES NO LIABLITY FOR REAL OR CLAIMED FAILURE TO OBSERVE OR CITE ANY DEFECTS, HETHER HIDDEN OR OBVIOUS, IN CONJUNCTION WITH ANY INSPECTION REQUISITE FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY. PROPERT SPECTIONS MAY RESULT IN CERTAIN DEFICIENCIES BEING NOTED BUT NOT CITED AS VIOLATIONS BASED ON THEIR CATEGORIZATION AS MINOR I STURE, CITY INSPECTIONS ARE DONE TO PROMOTE THE HEALTH, SAFETY AND WELFARE OF THE PUBLIC AS A WHOLE, BY ENHANCING THE CITY'S DUSING STOCK AND RESIDENTIAL NEIGHBORHOODS. LENDERS AND PURCHASERS ARE STRONGLY ENCOURAGED TO CONSULT INDEPENDENT SPECTORS.



FOR INQUIRIES CALL: EAST WINTON OFFICE

(585) 442-1821

00 0 00169M NM 017

000000

P

GENESEE COMMUNITY CHARTER SCHO

THE DISSOLUTION ACCOUNT

657 EAST AVE

ROCHESTER NY 14607-2101

ACCOUN	T TYPE					
COMMERCIAL MONE	MARKET SAVINGS					
ACCOUNT NUMBER STATEMENT PERIOD						
	JUL.01-JUL.31,2022					
BEGINNING BALANCE	\$100,126.36					
DEPOSITS & CREDITS	0.00					
LESS CHECKS & DEBITS	0.00					
INTEREST	0.85					
LESS SERVICE CHARGES	0.00					
ENDING BALANCE	\$100,127.21					

INTEREST PAID YEAR TO DATE

\$5.81

ACCOUNT ACTIVITY

POSTING DATE	TRANSACTION DESCRIPTION	DEPOSITS & OTHER CREDITS (+)	WITHDRAWALS & OTHER DEBITS (-)	DAILY BALANCE
	BEGINNING BALANCE INTEREST PAYMENT	\$0.05		\$100,126.36
0112912022	ENDING BALANCE	\$0.85		100,127.21 \$100,127.21

INTEREST RATE HISTORY

INTEREST RATE	BEGINNING DATE	ENDING DATE
0.01%	06/30/2022	07/31/2022

HOW TO BALANCE YOUR M&T BANK ACCOUNT

TO BALANCE YOUR ACCOUNT WITH THIS STATEMENT COMPLETE STEPS 1,2, & 3.

STEP 1 Place a checkmark (✓) beside each item listed on this statement which has a corresponding entry in your register.

Also place a checkmark next to the item in your register.

STEP 2 | Add to your register:

- (a) Any deposits and other credits shown on this statement which you have not already entered.
- (b) Any interest this statement shows credited to your account.

STEP 3 Subtract from your register:

- (a) Any checks or other withdrawals shown on this statement which you did not enter into your register.
- (b) Any automatic loan payments or ATM or other electronic debits shown on this statement which you have not already subtracted.
- (c) Any service charges shown on this statement which you have not already subtracted.

TO DETERMINE THE CURRENT BALANCE IN YOUR ACCOUNT:

STEP 4 List any outstanding checks or debits written in your register, but not yet appearing on your statement.

	OUTSTANDING CHECKS AND OTHER DEBITS						
	NUMBER	AMOUNT					
1		\$					
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
SUB.	TOTAL OF COLUMN 1	s					

OUTSTANDING CHEC	KS AND OTHER DEBITS					
NUMBER	AMOUNT					
13	\$					
14						
15						
16						
17						
18						
19						
20						
21						
22						
SUBTOTAL OF COLUMN 2						
SUBTOTAL OF COLUMN 1 +						
TOTAL OUTSTANDING CHECKS AND DEBITS	\$					

STEP 5 Enter on this line the Ending Balance shown in the summary on the front of this statement.	\$
STEP 6 Enter the total of any deposits or other credits shown on your register which are not shown on this statement.	\$ 9
STEP 7 Enter the total of STEPS 5 & 6.	\$
STEP 8 Enter TOTAL OUTSTANDING CHECKS & DEBITS (from STEP 4).	\$
STEP 9 Subtract STEP 8 from STEP 7 and enter the difference here	

This amount should be your current account balance.

If you have questions, think your statement is incorrect, or for information regarding Treasury Management Services, please contact your M&T Relationship Manager or the Commercial Service Team at 1-800-724-2240, Monday through Friday, 8am - 6pm ET.



New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2022-2023 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

4	Complete ALL SIV columns in DLLE
. 313	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on
3	that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

<Enter School Name Here>

		ED BUDGET F	A TOTAL CONTROL OF THE CONTROL OF TH					Assumptions
	201							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrol	1.70	1, 2021 to June		row 155 This will	populate the data in	n row 10		DESCRIPTION OF ASSOCIATIONS - Flease note assumptions when applicable
ricase Note. The statent enfor	ment data is entered b	REGULAR	SPECIAL	OTHER	FUNDRAISING	MANAGEMENT &	TOTAL	
	Total Revenue	EDUCATION 3,464,694	EDUCATION		FUNDRAISING	GENERAL	3,464,694	
	Total Expenses	2,831,876	72,363	109,742	9,414	441,298	3,464,694	
	Net Income	632,818	(72,363)	(109,742)	(9,414)	(441,298)	0	
	Student Enrollment Student Enrollment	215 215					215	
								*
			ROGRAM SERVICES		SUPPORT			
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE		400 400 00 00 00 00 00 00 00 00 00 00 00		Past Selection (Control of Control of Contro		A STANDARD CONTRACTOR AND	out Named out of the board	
REVENUES FROM STATE SOURCES								
Per Pupil Revenue	CY Per Pupil Rate			_				
District of Location	Rochester	3,031,993	+	9 4 0	÷	+1	3,031,993	
School District 2 (Enter Name) School District 3 (Enter Name)		+	-	350	(+)	-	-	
School District 4 (Enter Name)		-	7.			-	-	
School District 5 (Enter Name)		7	π.	75.0	-	7	_	
		3,031,993		2			3,031,993	
Special Education Revenue				20		الا الله		
Grants		10	* I					
Stimulus		=	¥)	-	12	2	4	
Other		156,225	-	120	-	-	156,225	
Other State Revenue TOTAL REVENUE FROM STATE SOURCES		3,188,218		(%)	(-)	5.	3,188,218	
		.,,	550 .		(1980)	***		
REVENUE FROM FEDERAL FUNDING IDEA Special Needs		2			122		2	
Title I		69,371	2	-	-	2	69,371	
Title Funding - Other		18,946		2	©	2	18,946	
School Food Service (Free Lunch)		=	¥ L	3	:=:	¥	=	
Grants Charter School Program (CSP) Planning & Implementation				55.7				
Other		-	-	-	-	-		
Other Federal Revenue		=	=	-	35.	₹.	-	
TOTAL REVENUE FROM FEDERAL SOURCES		88,317	-		法	•	88,317	
LOCAL and OTHER REVENUE								
Contributions and Donations, Fundraising		73,159	1	۵	-	2	73,159	
Erate Reimbursement Interest Income, Earnings on Investments,		<u>-</u>	H [<u> </u>	-	-	<u> </u>	
NYC-DYCD (Department of Youth and Community Developmt.)				-	-	-	-	
Food Service (Income from meals)		95,000	-	5 5 .0	-	-	95,000	
Text Book		5.	π.	7:	1.5	7.	-	
Other Local Revenue TOTAL REVENUE FROM LOCAL and OTHER SOURCES		20,000 188,159		-	15: -	-	20,000 188,159	
				42	AA.			
TOTAL REVENUE		3,464,694	4	(<u>*</u>	82	-	3,464,694	
								List exact titles and staff FTE"s (Full time eqiuilivalent)
EXPENSES ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions							
Executive Management	1.00	-	-	-		60,782	60,782	
Instructional Management	1.00	81,600	7.	7-0	-		81,600	
Deans, Directors & Coordinators	1.50	120,028	45,500	5.	·	126,210	291,737	
CFO / Director of Finance Operation / Business Manager	1.00	7.	-	-	7.	48,385	48,385	
Administrative Staff	1.75		<u>-</u>	-		41,902	41,902	
TOTAL ADMINISTRATIVE STAFF	6	201,628	45,500	-	12	277,279	524,406	
INSTRUCTIONAL PERSONNEL COSTS		₹ <u></u>						
Teachers - Regular	17.00	1,127,455	-	-	·-	-	1,127,455	
Teachers - SPED	5.	-	=	550	12.	5.	-	
Substitute Teachers	7.00	49,167	7	- -	(E)	-	49,167	
Teaching Assistants Specialty Teachers	7.00 1.50	251,064 84,403	5	-	(F)	7.	251,064 84,403	
Aides	-	-	8	-		-	-	

<Enter School Name Here>

	PROJECT	ED BUDGET F	OR 2021-2022					<u>Assumptions</u>
	July '	1, 2021 to June	30, 2022					DESCRIPTION OF ASSUMPTIONS - Please note assumptions when appli
Please Note: The	e student enrollment data is entered b			n row 155. This will	populate the data in	row 10.		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
	Total Revenue Total Expenses	3,464,694 2,831,876	72,363	109,742	9,414	441,298	3,464,694 3,464,694	
	Net Income	632,818	(72,363)	(109,742)	(9,414)	(441,298)	0,404,034	
	Actual Student Enrollment	215					-	
	Total Paid Student Enrollment	215	<u> </u>				215	
		Р	ROGRAM SERVICES		SUPPORT S	SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Therapists & Counselors	0.38	23,190	=	2		2	23,190	
Other TOTAL INSTRUCTIONAL	26	1,535,279	<u>4</u>		122	2	4 525 270	
	26	1,535,279	•	•	₹•.	-	1,535,279	
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse Librarian	-	+	-	~	(#/	-	-	
Librarian Custodian	50	ਰ: -	7.	*:	*			
Security	-	-	- A	7.0		7		
Other	0.50	-	-	11,366	-	-	11,366	
TOTAL NON-INSTRUCTIONAL	1		2	11,366	921	2	11,366	
SUBTOTAL PERSONNEL SERVICE COSTS	33	1,736,907	45,500	11,366	s <u>.</u>	277,279	2,071,051	
PAYROLL TAXES AND BENEFITS								
Payroll Taxes		149,224	4,095	1,023	-	24,955	179,297	
Fringe / Employee Benefits		289,468	11,048	-	(7)	25,723	326,240	
Retirement / Pension		133,098	4,659	-	170	15,469	153,226	
TOTAL PAYROLL TAXES AND BENEFITS		571,790	19,802	1,023	12	66,147	658,763	
TOTAL PERSONNEL SERVICE COSTS		2,308,697	65,302	12,389	24	343,426	2,729,814	
CONTRACTED SERVICES								
Accounting / Audit		-	-	-		12,002	12,002	
Legal		-	-	-	-	4,281	4,281	
Management Company Fee		7	7	7.0	~	7	5	
Nurse Services		7.	=	-	:5	-	_	
Food Service / School Lunch Payroll Services		<u> </u>	2	95,000	120	2	95,000	
Special Ed Services		Ξ.		-		-	5	
Titlement Services (i.e. Title I)		2		-		-	-	
Other Purchased / Professional / Consulting		15,225	-	320		66,589	81,814	
TOTAL CONTRACTED SERVICES		15,225	-	95,000	3.7	82,872	193,097	
SCHOOL OPERATIONS								
Board Expenses		-		-,	(T)		-	
Classroom / Teaching Supplies & Materials		19,793	4	-	322	2	19,793	
Special Ed Supplies & Materials Textbooks / Workbooks		2	-	4	2	2	- 205	
Supplies & Materials other		600 12,250	=	-	-	-	600 12,250	
Equipment / Furniture		2,197					2,197	
Telephone		-	-	·	-	-	-	
Technology		23,000	*	970	-	-	23,000	
Student Testing & Assessment		E.	=	-	:5)	₹.	-	
Field Trips Transportation (student)		68,375	5,	75.0	· ·	2	68,375	
Student Services - other		-	7	75.	ংক:	7	-	
Office Expense		25,487	2	-		15,000	40,487	
Staff Development		41,250	4	(2)		-	41,250	
Staff Recruitment		6,000	¥ [.	-		2	6,000	
Student Recruitment / Marketing		12,222	=	*	**	¥	12,222	
School Meals / Lunch Travel (Staff)			*	~	-	-	-	
Fundraising		+		~	(2)	-	-	
Other		2,131	5	#1 -	-	-	2,131	
TOTAL SCHOOL OPERATIONS		213,304			2-	15,000	228,304	
FACILITY OPERATION & MAINTENANCE								

<Enter School Name Here>

C-00-10.000	ED BUDGET F	AND COLORS IN COME					<u>Assumptions</u>
July '	1, 2021 to June	30, 2022					DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered b	elow in the Enrollmen	t Section beginning i	n row 155. This will	populate the data i	n row 10.		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,464,694	•	-	-	-	3,464,694	
Total Expenses	2,831,876	72,363	109,742	9,414	441,298	3,464,694	
Net Income	632,818	(72,363)	(109,742)	(9,414)	(441,298)	0	
Actual Student Enrollment	215						
Total Paid Student Enrollment	215	-				215	
	P	ROGRAM SERVICES		SUPPORT	SERVICES		
	REGULAR	SPECIAL			MANAGEMENT &		
	EDUCATION	EDUCATION	OTHER	FUNDRAISING	GENERAL	TOTAL	
Janitorial	40.000					40,000	
Building and Land Rent / Lease	40,000 216,521	7,060	2,353	9,414	-	235,349	
Repairs & Maintenance	210,521	7,000	2,303	9,414	-	235,349	
Equipment / Furniture	5,000		-			5,000	
Security	5,000	-				5,000	
Utilities		-	-	\ -	-	5.	
TOTAL FACILITY OPERATION & MAINTENANCE	294,651	7,060	2,353	9,414	-	313,479	
DEPRECIATION & AMORTIZATION							
DISSOLUTION & AMONTIZATION DISSOLUTION ESCROW & RESERVES / CONTIGENCY	7	-	-	15	7		placed under Cash Flow Adjustment in the renewal application.
TOTAL EXPENSES	0.024.076	72,363	109,742	9,414	441,298	3,464,694	
TOTAL EXPENSES	2,831,876	12,303	109,742	9,414	441,298	3,404,094	
NET INCOME	632,818	(72,363)	(109,742)	(9,414)	(441,298)	0	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	215	Loophilon	215				
School District 2 (Enter Name)	213		213				
School District 3 (Enter Name)	 		-				
School District 4 (Enter Name)	 		- :				
School District 5 (Enter Name)	 		-				
TOTAL ENROLLMENT	215		215				
REVENUE PER PUPIL	16,115	*[]	(£)				
EXPENSES PER PUPIL	13,172	-	510				
	,		3.0				

The University of the State of New York THE STATE EDUCATION DEPARTMENT

revised 17.12.2020

State Office of Religious and Independent Schools - Room 1078 Education Building Annex Albany, New York 12234

2021-2022

NONPUBLIC FIRE AND BUILDING SAFETY REPORT

Per NYS Education Law 807-A(1) All school buildings containing classroom, dormitory, laboratory, physical education, dining or recreational facilities for student use, which are owned, operated, or leased by nonpublic schools must be inspected at least annually for hazards which may endanger the lives of students, teachers and employees therein and for compliance with applicable sections of 8NYCRR155 Regulations of the Commissioner of Education and for compliance with the 2020 Building Code of New York State, 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.

NONPUBLIC SCHOOL BEDS CODE#	
261600860026	
School Name	
Genesee Community Charte	, ,
Facility/Building Name	
Street Address (NO PO Box Numbers)	
657 EUST AUE	
City/Town/Village Zip Code	
Rochester NV 1460	
Name of Municipality Responsible for Local Code Enforcement	

INSTRUCTIONS

- Read the "Manual for Nonpublic School Facility Fire & Building Safety Inspections" prior to inspecting the facility
 and complete a separate report for each facility/building and location.
- Part I: General Information. School officials must complete this section annually.
- Part II:
 - Items 08A-2 through 08E-2 on the Non-Conformance Report Sheet Must be completed for facilities with electrically operated partitions per Regulations of the Commissioner 155.25
 - Items 09A-2 through 26 on the Non-Conformance Report Sheet Must be completed for all facilities per 2020 Fire Code of New York State and the 2020 Property Maintenance Code of New York State.
- Part III (A, B, C & D) Certifications -To be completed by individuals as indicated.

A copy of this form must be kept on file at the school for three years and must be available for public review.

Inspection Date	
Note: Please insert the date the actual inspection took pl	lace.
Inspections shall be performed between July 1st and December 1st	of the current school year.
Please indicate the primary use of this facility:	
STUDENT INSTRUCTION	
OTHER STUDENT USE	
Please Specify	
2. Is there a fire sprinkler system in this facility?	X YES O NO
If 'yes', is the sprinkler alarm connected with the building alarm?	Ø YES ○ NO
3. Is there a fire hydrant system for facility protection?	⊗ YES ○ NO
If YES, indicate ownership of system (select one):	
	public owned
	school owned other (please specify)
	outer (prease specify)
4. Indicate the ownership of this facility	
Ø LEASED	
O OWNED	
5. What is the current gross Square footage of this facility?	
(to the nearest whole ten feet)	
 5. Fire and Emergency Drills a. Per Section 807, paragraph 2 of the New York State Education Emergency Drills, confirm that a copy of Section 807 has been guidance to teaching staff as requiredYESX b. Provide dates of twelve fire and emergency drills required by Sheld between September 1st and June 30th of the previous school 	printed and distributed as _NO Section 807 of Education Low
FIRE & EMERGENCY DRILLS	

NOTE Eight (8) are required between September 1, and December 31 Eight (8) drills are required to be evacuation drills. Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1 3.00	9/15/2020	X	
2 2.14	' , '	Х	
3 1.5		Χ	
4 1.5	, ,	X	
5 2.4		X	
6 2.19	/ /	X	
7 7.0	10/13/2020	×	X
8 8.0	. /	X	X
9 6.0		X	X
10 9.0	, ,		X
11 2.4	/ /	X	
12 5.E 50.36	'A'.	X	

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

	d.	Average time to evacuate this facility was:	4	minutes	20	seconds
	e.	Confirm that arson and fire prevention instruction the Education Law (revised 9/1/05) which required minimum of 45 minutes of instruction in arso safety for each month that school is in session.	ires every	school in Nev	v York State to	provide a
	f.	Confirm that employee fire prevention, evac records maintained are being maintained in Code				
7.	Ha	ve there been any fires in this facility since the la	ast annual	fire safety insp YES	ection report?	NO
		a. If YES, indica	te:		total numbe	er of fires
		b			total number o	f injuries

.4	ctotal cost or	f property dar	nage
8.	If the fire alarm system was activated since the last fire safety inspection, was the fire immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?	e department	
	YES		NO

Part II: Nonpublic School Fire & Building Safety Non-Conformance Report Sheet

School Name <u>Crenesee Community</u> Building Name_

	11025111110	_cna	rres	Scho	21		SAMUE S		(1000)		
Item #	Non- Conformanc	Date		Item #	Non- Conformanc	Date Corrected		Item #	Non- Conformanc	Date Corrected	
08A-	2	100		14A-2				20A-1			
08B-				14B-2				20B-1		_	
08C-				14C-2				20C-1			
08D-				14D-1							
08E-	2			14E-1				21A-3			
09A-	2			15A-2				22A-3			
09B-	2			15B-1				22B-3			
09C-				15C-2				22C-3			
09D-	1	900		15D-2							
2 - 2 - W		100		15E-1				23A-1			E L
09F-2		1						23B-1			
09G-	2			16A-2				23C-1			,
		100		16B-2				23D-2			
10A-		G.		16C-2							
10B-		1		16D-2				24A-3			
10C-											
10D-	1	- 1		17A-3				25A-1			
	1	- 5		17B-2				25B-1			
11A-				17C-2				25C-1			
11B-		8		17D-2				24.2			
11C-2		30		17E-1				26A-3			
11D-:	2			17F-3				-			
11E-1	9			17G-1	-						
104	.		100	17H-2							
12A-		8		17I-2							
12B-3				17J-1				T.C	any add	itional	: Heely
12C-2				17K-1 17L-1					any add n-confor		
12D-2		18		1/1-1						mances check ite	m
12E-1				18A-2				26A-3 an			
12F-1		-		18B-2	-+		10万元	20.1-5 411	below		CUOIL
12G-				18C-2					20101		
12H-1				18D-2							
12J-1			STATE OF	100-2		-					
12J-1	 			19A-3							
12L-1				19B-2					Inspect		
12M-		3		19C-1	$\overline{}$					has been	
12N-1				19D-1				provide	d with a	copy of t	he
120-2	-			19E-1						school fi	re
			10	19F-1				S	afety re	port:	
13A-2				19G-1		\neg			1	M.	
13B-2	$\overline{}$			19H-2	$\neg \uparrow$		A STATE	Yes_		No	-
			187								

Part III: NonPublic School Certifications All sections are required to be completed: Section III-A; III-B III-C & III-D

Section III-A Fire Inspection Method
Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?
Check appropriate box or boxes
☐ Inspection by the <u>fire department</u> of the city, town, village or <u>fire district</u> in which the building is located
Inspection by a fire corporation whose territory includes the school building
Inspection by the county fire coordinator, or the officer performing the powers and duties of a county fire
coordinator pursuant to a local law, of the county in which the building is located
Inspection by a fire inspector (Building Safety Inspector or Code Enforcement Official) who holds a valid
certification
For additional information regarding these methods, please see: https://www.nysenate.gov/legislation/laws/EDN/807-A
Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire
Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid
certification.
•
The individual noted below inspected this building on (date) and the information in this Report
represents, to the best of their knowledge and belief, an accurate description of the building and conditions they
observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19
NYCRR 1208-3.1.
Inspector's Name: / hours Lubb Title: To Spector
Inspector's Name: Thurst Thurst Title: The Specton Signature: Date: 4/5/21
Signature: Date: 1/5/2
O = A
Inspector's Organization:
Inspector's Telephone Inspector's Email:
mopeous s smarr
Inspector's Code Enforcement Certification #
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State)
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office:
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address:
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address:
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address:
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office:
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address:
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address:
Inspector's Code Enforcement Certification #
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and
Inspector's Code Enforcement Certification # Cas assigned by the NYS Department of State) Cas assigned by the NYS
Inspector's Code Enforcement Certification # Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that Any nonconformances noted as corrected on the Nonpublic School Fire Safety Non-Conformance Report
Inspector's Code Enforcement Certification # Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that Any nonconformances noted as corrected on the Nonpublic School Fire Safety Non-Conformance Report
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Email address: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that Any nonconformances noted as corrected on the Nonpublic School Fire Safety Non-Conformance Report Sheet portion of this report were corrected on the date indicated, and that Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.
Inspector's Code Enforcement Certification # (as assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Email address: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that Any nonconformances noted as corrected on the Nonpublic School Fire Safety Non-Conformance Report Sheet portion of this report were corrected on the date indicated, and that Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.
Inspector's Code Enforcement Certification # Test assigned by the NYS Department of State) Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that Any nonconformances noted as corrected on the Nonpublic School Fire Safety Non-Conformance Report Sheet portion of this report were corrected on the date indicated, and that Violations which were not corrected immediately shall be corrected within an accepted period of time as
Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that Any nonconformances noted as corrected on the Nonpublic School Fire Safety Non-Conformance Report Sheet portion of this report were corrected on the date indicated, and that Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner. Title: Title: Title: Title: Title:
Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address:
Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village Name of Local/Municipal Code Enforcement Office: Address: Name of contact person: Title: Telephone #: Email address: Section III-D School or Building Administrator, Director, or Headmaster The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that: Public notice of report availability has been published, and that Any nonconformances noted as corrected on the Nonpublic School Fire Safety Non-Conformance Report Sheet portion of this report were corrected on the date indicated, and that Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner. Title: Title: Title: Title: Title:



Auditors' Communications

September 26, 2022

To The Board of Trustees Genesee Community Charter School 657 East Avenue Rochester, New York 14607

Dear Board Members:

We have audited the financial statements of Genesee Community Charter School for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our Audit Plan provided to you prior to the engagement. Professional standards also require that we communicate to you the following information related to our audit.

General Observations and Significant Audit Matters

- Management is responsible for the selection and use of appropriate *accounting policies*. The significant accounting policies used by Genesee Community Charter School are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2022. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.
- Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements include areas such as useful life and collectibility.
- The *financial statement disclosures* are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements include the disclosure of the Line of Credit in Note 6 and Pension Expenses in Note 8 to the financial statements.



- *Management may disagree with auditors* about areas needed to be accessed for audits or about conclusions that are reached with respect to amounts or disclosures. Management may explain their position and may also reach out to other CPAs or experts. We did not have any such disagreements or difficulties with management.
- Whenever we become aware of *adjustments or corrections* that are not clearly trivial, we will discuss them with management. Management approved all accounting adjustments that were proposed and recorded to make your financial statements materially correct.
- We have requested certain *representations from management* that are included in the management representation letter.
- In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.
- Your financial statements also include *supplementary information*. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. That information has been prepared consistently with the prior year, and is appropriate and complete.

In planning and performing our audit of the financial statements of Genesee Community Charter School as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered Genesee Community Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A *significant deficiency* is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

The purpose of this communication is solely to describe the scope of our testing of internal control over financial reporting and the results of that testing. This communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Sincerely,

Heveron & Company CPAs

Heveron & Company

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Meeting Minutes | July 14, 2021

Cunningham House, RMSC Campus

<u>Board Members Present</u>: Michele Hannagan, Traci Terrance, Kevin Sutherland, Allison Shultes, **Elizabeth** Pietrzykowski, Ryan O'Malley, **Joshua Stapf**, **Charlie Johnson (Bold: BOT non-voting) Board Members on Zoom:** Nolica Murray-Fields, Annemarie Wess, Tasha Stevens, Mark Schiesser

Board Members Absent: Jessica Wanner, Nathaniel Sheppard (Bold: BOT non-voting)

<u>Educational Governance Council Members Present:</u> Shannon Hillman, Becki Mason, Alexis Stubbe <u>Educational Governance Council on Zoom:</u> Lisa O'Malley (Bold: BOT non-voting)

Guests: Maureen Milke, Robin Blew

Legal Counsel Present: George DesMarteau

1. Welcome, Call to Order, Agenda Overview: Welcome New Members!

Michele Hannagan called the meeting to order at 6:02 pm. A quorum is present.

2. Greeting: Chatbox Topic

The greeting this evening was a round robin introduction from all members so that the group can meet everyone and welcome the new members of the board including Joshua Stapf, a new Community Representative, and Charlie Johnson, the new Parent Representative on the Board.

3. Teacher Presentation and/or Sabbatical Share-

None.

4. Review & Approve Monthly Minutes

Review and Approve June 9, 2021 Meeting Minutes

Motion 071421.1

Upon motion of Traci Terrance, and duly seconded by, Ryan O'Malley RESOLVED, that the minutes of the June 9, 2021 meeting of the Board be approved.

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

Voting in the negative: None

Abstaining: None **Motion 071421.1 passed:** 9 to 0

5. Financial Report -Robin, Kevin & Shannon

May 2021 Financial Review

Robin reported on the budget to actual review July 2020- May 2021:

- Revenue: Revenue is at \$2.762 million right now.
- Per Pupil Revenue: Nothing to report.
- Grants: Had an additional grant for \$28K come through for additional substitute services support through TES and it is now reflected. These services were used when the school returned to in-person learning in March and had additional substitute teaching assistants supporting in the classrooms.
- Title I, II, & IV: Nothing to report.
- Food Service: Nothing to report.
- Field Study: Nothing to report.
- Administration: Nothing to report.
- o Instruction: Nothing to report.
- o Supplies: Some minor additional expenses.

- COVID Technology/ESSER Cares: Nothing to report.
- Operations: Nothing to report.
- Capital and Facilities: Will have the final bill from the RMSC that should be coming soon and is needed for the year-end audit.
- o Marketing and Recruitment: Nothing new to report.
- Expenditures: Nothing new to report.
- Overall: Rough draft, the year end looks to have a surplus around \$32,000 and it might increase a little.
- Balance Sheet Review: Good cash flow.
- Investments: Have increased...

The family association is giving GCCS \$10K to fix/upgrade the playground. A full fix of the playground is estimated at \$75K, so this will help with some of the fixes. RMSC representatives suggested getting a donation of mulch, but Shannon doesn't know where this stands. The playground is shared between GCCS and RMSC, and GCCS does not lease it, but an agreement of its use is being solidified. A discussion was had about rolling the playground costs into the fundraising for the facilities as the current playground wouldn't be big enough for both schools. It was suggested that the Board determine if the fundraising is happening as the institution versus the school in order to roll in different needed expenses.

6. Committee Updates

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

Director of Family & Community Engagement position: Shannon provided an update and shared that they have a candidate they would like to hire for the Director of Family & Community Engagement position. The candidate, Rahima Winn, comes from a background in social services and child protective services and has been working at RCSD in community and parent engagement. Charlie, Traci, Lisa, Kyle, and Shannon participated in the interview process which mirrored the teacher interview process that happens in two parts. The screening interview included hard questions around diversity, equity, and inclusion and the second interview included presenting the candidate with school and student body information and data to let them draw their own conclusions and action plans.

b. **Discipline** (Nolica Murray-Fields) Code of Conduct and Family Handbook Updates: Code of Conduct

The Discipline Committee worked with 6th graders on developing the code of conduct and family handbook. The class of 2020 6th graders worked on their final project on restorative practices and the handbook is the final result. This document outlines how the GCCS River Campus approaches discipline at the school which includes levels of student created harm up to level 4 and who at the school manages each of those levels. There is a glossary at the end defining terms as a reference for families. This code of conduct, titled the Community Guide to Responsive Discipline is embedded in the family handbook.

A discussion was had about the difference in language between the Community Guide to Responsive Discipline and the safety plan which names a zero tolerance policy. Shannon explained that a lot of conversation was had around this and the district wants to see a zero tolerance policy for physical contact offenses. The school has added extra layers of information so that the policy does not mean an automatic removal of the student, but rather they go to level 4 with administrative management of the issue.

There were also board suggested changes including the addition of transphobia under forms of harassment and edits to the short-term suspension section that references a paragraph that has been stricken because the content was moved. This will be rolled out to staff at the August professional development and to families in the handbook that will also go out in August.

Motion 071421.2

Upon motion of Michele Hannagan, and duly seconded by Nolica, RESOLVED, that the Community Guide to Responsive Discipline that serves as the Code of Conduct for GCCS be approved with addition of transphobia to the forms of harassment section and changes to the short-term suspension section that reference the paragraph that is striked out.

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

Voting in the negative: None

Abstaining: None **Motion 071421.2 passed:** 9 to 0

<u>Family Handbook:</u> Revisions to the Family Handbook includes new pieces relating to COVID-19 in the Health Section that includes flexible language should the CDC change their regulations. The revisions also include updates to be in compliance around how complaints from caregivers are handled which includes having up to date contact information available. With the embedding and inclusion of the Community Guide to Responsive Discipline in the revised Family Handbook, the handbooks sections and placement of certain topics were re-arranged. There are also additional updates and revisions to the section about snacks due to parent feedback and the wording was modified to include the encouragement of healthy snack donations while acknowledging that not all families have access to certain snacks. The data policy information was included in the Family Handbook as well.

Motion 071421.3

Upon motion of Nolica Murray-Fields, and duly seconded by Tasha Stevens, RESOLVED, that the GCCS Family Handbook 2021-2022 be approved.

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

Voting in the negative: None

Abstaining:

Motion 071421.3 passed: 9 to 0

c. Nominating (Annemarie Wess)

None.

d. **Personnel** (Michele/Shannon)

New Hires & School Leader Evaluation:

New Hires: The Board considered 5 new hires for the following positions: Director of Family & Community Engagement, Art Teacher, 2nd Grade Teaching Assistant, 2nd Grade Long-Term Substitute, and 5th Grade Long-Term Substitute.

Director of Family & Community Engagement:

Motion 071421.4

Upon motion of Michele Hannagan, and duly seconded by Allison Shultes, RESOLVED, that Rahima Wimm be approved as the Director of Family & Community Engagement in accordance with the approved salary schedule.

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

Voting in the negative: None

Abstaining: None **Motion 071421.4 passed:** 9 to 0

Art Teacher:

Vanessa Petrella is an art teacher with a certification in K-12 art, special education, and childhood education. She has been teaching in the classroom, but this will be her first art teacher position. She has a great skill set and is bilingual in Spanish and English.

Motion 071421.5

Upon motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that Vanessa Petrella be approved in the position of Art teacher in accordance with the approved salary schedule.

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

Voting in the negative: None

Abstaining: None

Motion 071421.5 passed: 9 to 0

Teaching Assistant:

Lincoln Augustine has been connected with GCCS for some time. He worked with the students when he was interviewed as part of the student work on immigration. Lincoln would take the place of Theresa Fitzpatrick who is leaving for other opportunities.

Motion 071421.6

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that Lincoln Augustine be approved in the position of Teaching Assistant for 2nd grade in accordance with the approved salary schedule.

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

Voting in the negative: None

Abstaining: None **Motion 071421.6 passed:** 9 to 0

Long-Term Substitutes:

Three GCCS staff members will be out on maternity leave during the 2021-2022 school year. One is in 5th grade, the second is in 2nd grade, and the last is yet to be announced officially. Two long-term substitutes have been identified, Allison Carlson for 2nd grade and Katie Rogers for 5th grade. Both Allison and Katie have worked with GCCS in some capacity and come highly recommended.

Motion 071421.7

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that Allison Carlson be approved in the position of 2nd grade long-term substitute in accordance with the approved salary schedule.

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

Voting in the negative: None

Abstaining: None

Motion 071421.7 passed: 9 to 0

Motion 071421.8

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that Katie Rogers be approved in the position of the 5th grade long-term substitute in accordance with the approved salary schedule.

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

Voting in the negative: None

Abstaining: None

Motion 071421.8 passed: 9 to 0

The Personnel Committee is still in the process of hiring a first grade teacher and the assistant school leader position with the possibility of hiring two assistant school leaders. They are halfway through the interview process on both.

School Leader Evaluation:

Shannon reflected on the process of the evaluation and expressed appreciation for having the July Board meeting to talk through the evaluation based on information presented at the previous meeting. She explained that the highlighted sections are things that have changed from the previous year and that much of that was due to COVID. The culture was hard because of the pandemic and she felt that the changes were things she was comfortable with and that overall she felt accomplished with her 3rd year as school leader.

The board expressed appreciation for Shannon's leadership and transparency over the last year as she navigated through the pandemic and starting a new school. The Personnel Committee expressed full-faith in Shannon's leadership and the work she is doing, and the Board echoed those sentiments. When asked how the last year has helped her grow as a leader, Shannon responded that it has helped her focus on where the school's priorities should be and holding true to the school's key design elements. The board thanked Shannon for her work over the past year and gave her praise for all she has accomplished.

Motion 071421.9

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the School Leader Evaluation for 2020-2021 be approved.

Voting in the affirmative: Michele Hannagan, Traci Terrance, Kevin Sutherland, Allison Shultes, Rvan O'Malley. Nolica Murray-Fields. Annemarie Wess. Tasha Stevens. Mark Schiesser

Voting in the negative: None

Abstaining: None

Motion 071421.9 passed: 9 to 0

e. *Safety (Shannon)

District Safety Plan: The District Safety Plan was brought forth for public comment, starting the 30-day clock prior to approval at the August meeting. Michele opened the safety plan for public comment at the meeting and for the next 30 days. The Safety Committee will be convened in the meantime and additions will be made to the plan based on safety plan training.

f. *Diversity & Racial Equity (Traci Terrance)
None.

7. School Leader Update:

None.

Outstanding Business:

8. Approve 2021-2022 Vendor Contracts

The contracts for the Legal Counsel and Accountant will be considered and approved at the July meeting of the Board.

Motion 071421.10

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, that the contract with DesMarteau & Beale Attorneys at Law legal services be approved.

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

Voting in the negative: None

Abstaining: None

Motion 071421.10 passed: 9 to 0

Motion 071421.11

Upon motion of Traci Terrance, and duly seconded by Kevin Sutherland, RESOLVED, that the contract with Robin Blew for accounting services be approved.

Voting in the affirmative: Michele Hannagan, Traci Terrance, Kevin Sutherland, Allison Shultes, Rvan O'Mallev, Nolica Murray-Fields, Annemarie Wess, Tasha Stevens, Mark Schiesser

Voting in the negative: None

Abstaining: None

Motion 071421.11 passed: 9 to 0

Motion 071421.12

Upon motion of Kevin Sutherland, and duly seconded by Ryan O'Malley, RESOLVED, that the contract with Hevron & Company for independent accountant and consulting services be approved.

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

Voting in the negative: None

Abstaining: None

Motion 071421.12 passed: 9 to 0

9. Lease Agreement Updates

Shannon Hillman, Kevin Sutherland and Mark Schiesser met with RMSC's President & CEO, Hillary Olson, VP of Institutional Advancement, Lisa Ireland, and Director of Facilities, Tom Gleason to discuss GCCS's initial fears about the Lease Agreement which was initially proposed as a 1-year renewal versus a 5-year renewal and what would happen if the lease was shortened. It was discussed that the shorter lease was proposed due to the potential changes underway with the replication of the new Flour City Campus. There was also discussion regarding janitorial services into the agreement and how the RMSC could support the school in this need; around splitting cost for playground equipment and maintenance; additional burden on the RMSC Security for supporting the school; and the use of Museum spaces by GCCS and how to manage staffing for those events. The process of updating the Lease Agreement is delayed due to staff turnover at the RMSC but the process is underway and both stakeholders are feeling optimistic about the renewed agreement.

New Business:

10. Draft 2021-2022 School Calendar Approval (with Juneteenth Revision)

Motion 071421.13

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the draft version of 2021-2022 School Calendar as presented with revisions to include Juneteenth as a holiday, be approved.

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

Voting in the negative: None

Abstaining: None

Motion 071421.13 passed: 9 to 0

Open Forum:

11. Future Agenda Topics and/or Public Comment

Michele Hannagan opened up the meeting to public comment at 7:36 pm. No public comments were made.

Future Agenda Topics:

August Agenda:

- How do we re-engage with strategic goals and Board work with Deb Hamner
- Board Committee Assignments

12. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up-Allison Shultes

13. Review Actions and Agreements

Motion 071421.14

Upon the motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the Board adjourn the July 14, 2021 meeting at 7:40 pm.

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

Voting in the negative: None

Abstaining: None

Motion 071421.14 passed: 9 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/ July 14, 2021

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Executive Committee Meeting Minutes | July 28, 2021

Held at River Room, 657 East Avenue, Rochester, NY 14607

Board Members Present: Ryan O'Malley, Elizabeth Pietrzykowski, Allison Shultes, Tasha Stevens, Kevin

Sutherland, Jessica Wanner (Bold: BOT non-voting)

Board Members on Zoom: Annemarie Wess

<u>Board Members Absent</u>: Michele Hannagan, Charlie Johnson, Nolica Murray-Fields, Mark Schiesser, Nathaniel Sheppard, Joshua Stapf, Tasha Stevens, Traci Terrance (Bold: BOT non-voting)

<u>Educational Governance Council Members Present</u>: Shannon Hillman <u>Educational Governance Council Absent</u>: Becki Mason, Lisa O'Malley, Alexis Stubbe (Bold: BOT non-voting)

Guests: none

Legal Counsel Present: George DesMarteau

1. Welcome, Call to Order:

The meeting was called to order by Annemarie Wess at 6:03pm. A quorum is present.

2. Discussion

Shannon began the discussion about a few more job positions that weren't quite ready to be approved. The 1st grade candidate is Lindsey Dryden who has 16 years of experience in all elementary grade levels. She is currently at Pittsford, but worked at Community Roots Charter School in the NYC area, a well known and respected charter school. She originally applied to be part of Flour City because she wanted a full-time position. The opening in 1st grade found a good match rather than having her as a part-time long-term sub. Salary negotiations reflect her years of experience at \$63,700.

Motion 072821.1

Upon motion of Jess Wanner, and duly seconded by Tasha Stevens, RESOLVED, that Lyndsey Korn Dryden be approved in the 1st grade classroom teacher position in accordance with the approved salary schedule effective August 5, 2021.

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

Wanner, Annemarie Wess Voting in the negative: None

Abstaining: None **Motion 072821.1 passed:** 6 to 0

The personnel committee has been looking at two assistant school leader positions so both could train under Shannon for the first year. Originally we thought we would know right away who would be the leader of Flour City Campus and the leader of River Campus, but decided to wait a few months to get to know each candidate and watch their skills set in action.

Kemouy Bhalai has experience in Brooklyn school and has experience in math instruction, special education, independent education consultation, and as an adjunct professor at SUNY Brockport. She has her building/district leader certification. This would be her first building leader position, but her wide range of experiences speak to her abilities to succeed in the school leader position. All of her references (one in Australia) spoke very highly of her and her specific skills and experiences. Kemouy interviewed really well and asked good questions about the schools, partnerships, and potential for her own growth as a leader. Salary negotiations were offered at entry level rates to both candidates at \$80K. Board members asked questions about where funding for both Assistant School Leader positions would come from and one will come from the River Campus budget and the other from the CPS Grant. Kamouy will start on Monday, August 2, 2021.

Motion 072821.2

Upon motion of Annemarie Wess, and duly seconded by Ryan O'Malley, RESOLVED, that Kemouy Bhalai be approved in the position of Assistant School Leader position in accordance with the approved salary schedule effective August 2, 2021.

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

Wanner, Annemarie Wess Voting in the negative: None

Abstaining: None Motion 072821.2 passed: 6 to 0

Christine Farrell is currently the instructional coach at Westminster Charter School in Buffalo, but has experience at other local schools. Her experience includes co-teaching experience and she is certified as building/district leader, literacy, special education, and early childhood education. Her skills and experience really balance the skills of Kamouy. She has been working and advocating for her school to engage with the EL literacy curriculum. During part 2 of the interview her approach to the data set spoke to her interest in GCCS's mission and vision. Her references spoke very highly of her, including her current principal who knows that this is the right school for Christine and is very excited about the opportunity for her. Salary negotiations were offered at entry level rates to both candidates at \$80K.

Motion 072821.3

Upon motion of Annemarie Wess, and duly seconded by Tasha Stevens, RESOLVED, that Christine Farrell be approved in the position of Assistant School Leader, in accordance with the approved salary schedule effective August 16, 2021.

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

Wanner, Annemarie Wess Voting in the negative: None

Abstaining: None **Motion 072821.3 passed:** 6 to 0

3. Update on Meeting Format from SUNY

Shannon had a meeting with SUNY regarding the merger and mentioned the two separate meeting formats. They explained that technically we have not received the charter yet, so two separate meetings do not need to be held. Flour City Campus updates should still continue to be embedded in the meeting minutes for the River Campus. The timeline for the completion of the merger is still being discussed.

Meeting Wrap-Up-*Allison Shultes* **4. Review Actions and Agreements**

Motion 072821.4

Upon the motion of Annemarie Wess, and duly seconded by Ryan O'Malley, RESOLVED, that the Board adjourn the July 28, 2021 Executive Committee meeting at 6:27 pm.

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

Wanner, Annemarie Wess Voting in the negative: None

Abstaining: None

Motion 072821.4 passed: 6 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/ July 28, 2021

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Meeting Minutes | August 18, 2021

Cunningham House, RMSC Campus

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

<u>Educational Governance Council Members Present:</u> 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

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.
 - o 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.
 - o 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.
 - o 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. Aleixs 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 objets, 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 Fastman 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 Greenlend 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

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Meeting Minutes | September 8, 2021

Cunningham House, RMSC Campus

<u>Board Members Present</u>: 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

<u>Educational Governance Council Members Present:</u> 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.
 - o Field Study: Nothing to report as school was out of session.
 - o Administration: Salaries for administration are reflected.
 - o 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.
 - o 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

<u>Facilities:</u> 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.

<u>CSP Grant:</u> 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)

<u>Welcome Rahimah & CEC Actions:</u> 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.

- 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

*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 \sim 50 students per day took the bus. This varies from the \sim 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.

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

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Executive Committee Meeting Minutes | September 21, 2021 Held via ZOOM

<u>Board Members Present</u> (on **ZOOM**): Michele Hannagan, Allison Shultes, Tasha Stevens, Kevin Sutherland (Bold: BOT non-voting)

<u>Board Members Absent</u>: Charlie Johnson, Nolica Murray-Fields, <u>Elizabeth Pietrzykowski</u>, Mark Schiesser, Nathaniel Sheppard, Joshua Stapf, Traci Terrance, Jessica Wanner, Annemarie Wess (Bold: BOT non-voting)

<u>Educational Governance Council Members Present</u>: Shannon Hillman <u>Educational Governance Council Absent</u>: Becki Mason, Lisa O'Malley, Alexis Stubbe (Bold: BOT non-voting)

Guests: KemouY

Legal Counsel Present: none

1. Welcome, Call to Order:

The meeting was called to order by Michele Hanagan at 10:09am. All Executive Committee members were present.

2. Discussion

Shannon began the discussion about the proposals for HVAC updates and air scrubbers and shared more information with the Executive Committee as was requested by the Board at last month's meeting. Shannon and her team had reached out to EMCOR, Isaac Heating and a handful of other companies who never got back to them for bids. They are recommending the proposal from Isaac.

Isaac did 2 walkthroughs before making their recommendation for these mobile Healthway Deluxe air purification units over the previously mentioned Islandaire units. The Health Way Deluxe units are on wheels and mobile and smaller (15"W x1 6D" 27H") and protect up to 1,200 sq ft. The Healthway Deluxe air purification units have 4 different blower speeds --even the highest turbo- setting is 59 decibels is quieter than the Island air units so can be run while students are in the classrooms. The total proposal (not including a service plan or extra filters) is for \$29,100.00.

Ongoing service requirements will include annual filter changing and changing the carbon filter every two or three years. Questions regarding service and having Isaac outline a service plan was discussed but Shannon will reach back out to ensure that they will service the units and to see if she can pre-order next year's filter to best utilize the grant funds. Isaac is also working with U-Prep Charter school to secure these same units which is encouraging that these are good for schools.

Kevin is recommending that Shannon reach out to the grantors to confirm that including a service plan and another set of filters is within the parameters or the grant.

During the discussion, Shannon was able to connect with Chris from Isaac Heating to confirm the status of a service plan. He confirmed that the only maintenance for the units would be changing the main filter annually and carbon filter every other year. Chris can look up the manufacturer warranty on the units and would recommend using the maintenance personnel that are already maintaining systems at the school as the people to install/change the filters. Mounting the units in a classroom would incur additional costs to ensure it is secured and installed in a more permanent manner. The units weigh about 36 pounds and there isn't concern about tripping hazards or safety hazards for students—he shared that they are really designed to be sitting in a corner out of the way. Chris will put together a quote that will outline the additional year of filters to include both main filters (~\$175/each) and carbon filters (~\$110/each) and get that over to Shannon. The addition of these filters would be an additional \$7,125.00. All inclusive, the proposed quote will total ~\$36,250.00

Motion 092121.1

Upon motion of Michele Hanagan and duly seconded by Kevin Sutherland, RESOLVED, to approve an expenditure up to \$40,000 for the Isaac Heating proposal including 25 Healthway Deluxe air purification systems and a year's worth of replacement filters.

Voting in the affirmative: Michele Hannagan, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None

Motion 092121.1 passed: 4 to 0

Meeting Wrap-Up-*Allison Shultes* **3. Review Actions and Agreements**

Motion 092121.2

Upon the motion of Allison Shultes, and duly seconded by Michele Hanagan, RESOLVED, that the Board adjourn the September 21, 2021 Executive Committee meeting at 10:46 am.

Voting in the affirmative: Michele Hannagan, Allison Shultes, Tasha Stevens, Kevin Sutherland

Voting in the negative: None

Abstaining: None **Motion 092121.2 passed**: 4 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus September 21, 2021

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Meeting Minutes | October 13, 2021

Cunningham House, RMSC Campus

<u>Board Members Present</u>: Michele Hannagan, Charlie Johnson, Ryan O'Malley, Elizabeth Pietrzykowski, Allison Shultes, Joshua Stapf, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess (On Zoom)

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

<u>Educational Governance Council Members Present</u>: Shannon Hillman, Alexis Stubbe <u>Educational Governance Council Absent</u>: Chris Dolgos, Becki Mason, Lisa O'Malley

Guests: Robin Blew, Maureen Milke, Melinda Perea (Heveron & Heveron)

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 5:34pm. A guorum was present.

2. Greeting & Teacher Presentation:

None. DUe to a full agenda, the teacher presentation from the Kindergarten team will be held at the next meeting.

3. Review & Approve Monthly Minutes

Review and Approve August 18, 2021 Meeting Minutes

The approval of the August 18, 2021 meeting minutes was deferred to this meeting of the Board at the September Board Meeting due to a lack of quorum.

Motion 101321.1

Upon motion of Michele Hannagan, and duly seconded by Jess Wanner, RESOLVED, that the minutes of the August 18, 2021 meeting minutes of the GCCS Board be approved.

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

Voting in the negative: None

Abstaining: None

Motion 101321.1 passed: 6 to 0

Review and Approve September 8, 2021 Meeting Minutes

Motion 101321.2

Upon motion of Allison Shultes, and duly seconded by Annemarie Wess, RESOLVED, that the minutes of the September 8, 2021 meeting minutes of the GCCS Board be approved.

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

Voting in the negative: None

Abstaining: None

Motion 101321.2 passed: 6 to 0

Review and Approve the September 21, 2021 Executive Committee Meeting Minutes

Motion 101321.3

Upon motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the minutes of the September 21, 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, Kevin Sutherland, Jessica Wanner. Annemarie Wess

Voting in the negative: None

Abstaining: None Motion 101321.3 passed: 6 to 0

4. Financial Report -Robin, Kevin & Shannon

July/August 2021 Financial Update

Robin reported on the budget to actual review through August 31, 2021. Total annual budget includes board designated funds for staff that were hired during the planning year for the Flour City Campus. At that point of approval we didn't know how much funding would be coming through from the CSP Grant and those funds were removed from the GCCS River Campus budget. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue: Revenue is at
 - Per Pupil Revenue: \$493,414 from the first payment. Enrollment stabilizes in the September report. Current enrollment is at 215 students with a 216th spot offered awaiting confirmation.
 - o Grants: Nothing reported.
 - Food Service: Nothing reported.
 - Field Study: Nothing reported.
 - Administration: Salaries and benefits are the bulk of expenditures for this report. Half of Shannon's salary has been moved to the Flour City budget.
 - Instruction: There was a question about the over budgeted Instructional Salaries lines Robin will review further, but believes the variance is due to a timing issue.
 - o Supplies: Over budget at the start of the year, but will even out.
 - o COVID Technology/ESSER Cares: Nothing reported.
 - o Operations: Nothing reported.
 - Capital and Facilities: Nothing reported.
 - Expenditures: \$199 versus a budget of \$197. A very little variance which is good.
 - Marketing and Recruitment: Nothing reported.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

- Cash on hand is strong.
- o Cash Restricted is the dissolution fund.
- Prepaid expenses are mostly facilities related such as HVAC improvements and rent.
 Fixed Assets follow a depreciation schedule.
- Accrued Payroll accounts for the "summer spread" for employees who spread their salaries across the summer.

Investments:

- o Vanguard statements are received quarterly. There is nothing new to report.
- Fidelity statements are received monthly. In comparison to the end of the last fiscal year we have increased by \$12,958.

Note: The motion below is out of numerical order due to the order of motions made in the meeting.

Motion 101321.7

Upon motion of Kevin Sutherland, and duly seconded by Michele Hannagan, RESOLVED, that the Commercial Insurance Package as offered by Paris Kirwan Associates 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

<u>Motion 101321.7 passed:</u> 7 to 0 Kevin Sutherland, Michele Hanagan Approve the 2021-2022 amended Genesee Community Charter School budget as presented.

Flour City Budget to Actual Review:

- Only revenue recognized right now is the CSP grant.
- Pulled half of budgeted salary for School Leader, Shannon Hillman, out of the River Campus budget and into the Flour City budget.
- Pulled the full salary for the Director of Family & Community Engagement out of the RIver Campus budget into the Flour City budget.
- Shannon and Robin will continue to review what else may need to be pulled into this budget possibly including summer stipends.

Insurance Renewal

The school's commercial insurance is up for renewal and this was the year to do "our shopping". Tammy Rossi from Paris Kirwan Associates, our insurance representative, compared quotes from different companies to determine what would be the best insurance for this year. The recommendation is to stay with Hanover and there is only a small variance between last year and this year.

Motion 101321.4

Upon motion of Jessica Wanner, and duly seconded by Kevin Sutherland, RESOLVED, that the Commercial Insurance Package as offered by Paris Kirwan Associates 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 101321.4 passed:** 7 to 0

5. Flour City Campus Updates: Financial and Facilities Updates; Bank Account Approval; LaBella Service Approval; Organizational Updates -Shannon Hillman

Shannon announced that the Flour City Campus officially has its charter! Now that the Flour City Campus officially exists as an entity; there will be some logistical changes to Board meetings. Weekly, side-by-side meetings are happening about the Flour City Campus that includes financial and facilities discussions, a senior leadership meeting, and a PD Advisory team meeting that will guide and support the incoming staff for Flour City. The PD Advisory Team meeting includes representatives from current staff members.

Financial & Facilities Updates:

CSP Grant was approved so in the last few meetings with this committee, they have been discussing how the organization (Flour City) would handle an audit. This was motivated by a committee member and has led to the movement towards sharing separate budgets, separate credit cards, etc. The committee discussed finances and keeping the books, using Quick books, grant writing and fundraising and how funding will be secured to fund Flour City. A lot of back-end paperwork has been completed (EIN number) and is in process (501c3 designation). There was additional conversation about the trustees for the Flour City campus and the process for which approval of the bylaws would be held. Once the bylaws are approved, we can hold official Flour City Campus Board meetings. There are still conversations being had about facilities; exploring both on-campus and off campus options. Some options have come off the table including Browncroft Daycare facility due to a lot of work to bring that up to code; the Memorial Art Gallery classrooms previously discussed is also off the table, but other options like the facility that was used by Urban Choice are still possibilities. Research has begun on the feasibility of modular units for the first 2 years (incubation period) that could be on campus while other options for the long term are secured. Recommendations for commercial real estate agents are welcome as finding a person to fill this role would be very helpful in the process.

The following actions and motions were taken by the Flour City Campus Trustees:

LaBella Service Approval:

Labella Associates have put together a feasibility study to proceed with the possibility of expanding on the RMSC Campus. This proposal outlines the services not to exceed \$43,000.

Motion 101321.5

Upon motion of Jessica Wanner, and duly seconded by Ryan O'Malley, RESOLVED, that the Professional Services Agreement with LaBella Associates as presented be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland,

Jessica Wanner, Annemarie Wess Voting in the negative: None

Abstaining: None **Motion 101321.5 passed:** 6 to 0

Bank Account Approval

Motion 101321.6

Upon motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that selection of M&T Bank and the approval of the resolutions as required by the bank be approved.

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

Voting in the negative: None

Abstaining: None Motion 101321.6 passed: 6 to 0

Note: At this point in the meeting, we were joined by Melinda Perez from Heveron & Heveron and we moved to Section 8 for the audit summary and returned to Section 6 after the audit and Form 990 were approved.

6. Committee Updates

a. Community Engagement: (Jessica Wanner)

b. **Discipline:** (Shannon Hillman) None.

c. Nominating: (Annemarie Wess)

None.

d. **Personnel:** Health Insurance Renewal (Shannon Hillman)

Every year the school is presented with comparison health benefit plans for the staff and previously have gone with the same company and plan (Excellus Gold 6 Plan) with a small increase. However this year's increase is 8.8% and a new plan, Excellus Gold 21, had a smaller increase across the board with comparable health benefits. The plans are all high deductible plans with copays that come into play after the deductible amount is hit. The deductibles are different for this plan and GCCS will increase it's support of HRA to cover up to 55% of that deductible. Discussion was had on the significant increase in the out of pocket maximum for a Single Person and potential barriers for new teachers being recruited but the plan being recommended limits the school's expenses for the year.

The recommendation was to move to the Gold 21 Plan for the 2021-2022 school year instead of renewing the current Gold 6 Plan. It was decided to still offer all of the plans and keep the 55% contribution to the HRA.

Motion 101321.10

Upon motion of Michele Hanagan, and duly seconded by Jessica Wanner, RESOLVED, to offer the current Excellus Gold 6, Gold 21, and the Bronze 4 Plans with a 55% contribution to the HRA for 2021-2022 school year 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 101321.10 passed: 7 to 0

- e. *Safety: None (Shannon Hillman)
- f. *Diversity & Racial Equity: (Traci Terrance) None.

7. School Leader Update: Overnight Field Study Updates (Shannon Hillman)

Overnight Field Study Updates: The River Trip for 4th & 5th grade and the 6th grade retreat were all successful this Fall. Covid planning (all students tested before overnights) was strong and successful. The 6th Grade retreat was also very successful even with a few changes this year. There was no tent camping this year and worked with an EarthWorks partner educator to do some introduction work. Chris and Alexis were joined by Melissa the teaching assistant, Kyle, the Restorative Practices coach, and Christine Farell, the new Assistant School leader. All extra hands were appreciated in help with food preparation and other logistics. There were many times the group came together to have deep conversations and circles about hard topics that have strengthened our classroom community, even returning to the classroom.

Survey of families has begun in regards to the Spring overnight trips to determine the interest in going. Data from those surveys has not come in yet but are optimistic that they may happen.

Outstanding Business

8. Approval of AV Specialist Position

Motion 101321.14

Upon the motion of Michele Hannagan, and duly seconded by, Ryan O'Malley, RESOLVED to approve Charles according to the 2021-2022 GCCS budgeted amount at an hourly rate of \$20/hour at the maximum of 8 hours per week.

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 101321.14 passed: 7 to 0

New Business

9. Heveron and Heveron Audit

Audits are required by New York State and are helpful for any donors looking to make donations and also reviews areas to minimize risks and make proactive changes to protect the organization from risk. The audit opinion is clean this year. Two adjustments were made this year to reflect in-kind donations received. Controls and Procedures are good and no material weaknesses (serious control deficiencies) and significant deficiencies were found this year. Those are both required to be reported if found. A letter outlining recommendations that are not material or significant is outlined. Last year:

- Treasurer signing was happening.
- Physical inventory should be taken of the equipment and spaces (photographs for proof of what is in the room).

New recommendations:

- Comptroller audit--purchases orders were recommended and it was noted that POs were not being used consistently.
- Checks should not be made out to cash. This was added to the policy, but was still happening.
- Found old outstanding unclaimed funds when reviewing the checking account which should be checked on regularly.
- I-9s are being kept in the personnel files and the recommendation is that these are kept separately to be easily accessed and pulled.

Required communications: timeliness of record keeping is good, internal controllers are good and management seems to want to do everything well and auditors were given everything they needed.

Trends:

- Investments were up 17% due to donated stock and a stock market bounce back.
- Received some federal grants which increased by \$69K.
- Professional fees increased by 79% which includes additional substitutes.

Key Financial Results:

- \$2.4 million assets
 - \$550K property and equipment
 - o total liabilities is at \$497K
- \$1.9 million are net assets
 - \$3.3 million support and revenue (up by \$20K from last year)
 - net assets decreased by \$93K
 - o cash from operations (-\$18K)

Benchmarks for Financial Statements (comparison to other organizations in the nonprofit industry):

- Expenses and program expenses as a percentage of total expenditures is at 86% (industry average is 80%)
- Operating expenses are at 14%.
- Ration asset over liability is .96:1, industry average is 1:1, which is mostly due to timing on grants.
- Salary/benefits is at 74.3% which is steady compared to last year.

Highlights:

- Cash and cash equivalents are \$250K in checking
- Board designated assets are \$750K, for the new school and additional dissolution fund
- Investment funds are valued at \$1.28 million which was up from last year
- Note about teachers retirement fund
- Donated goods and services last year was \$28K

Contact Information for Melinda and Jean can be found on Page 8 of the Audit.

Upcoming Financial and Auditing Changes:

- June 30, 2022 year end there will be a new auditors report
- Lease standards (including copiers, laptops, etc) will change which will go into effect June 30, 2023
- Gift in kind donations have a new standard that will disclose some new information.

Once \$50K of CSP funds are spent, there will be a required audit within 60 days of the expenditure of those funds.

Motion 101321.8

Upon motion of Michele Hannagan, and duly seconded by, Ryan O'Malley RESOLVED, that the Audit Report as presented by Heveron & Company 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 101321.8 passed:** 7 to 0

Motion 101321.9

Upon motion of Kevin Sutherland, and duly seconded by Jessica Wanner, RESOLVED, that the Form 990 for 2021-2022 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 101321.9 passed:** 7 to 0

10. Approval of American Rescue Plan (ARP) Expenditures

Funds from the American Rescue Plan (ARP) Grant are being allocated to certain operating expenses this year. Shannon prepared and walked the group through a comparison document of all of the additional grant funding that was received this year and where it was being allocated. GCCS was granted an extension to October 31, 2021 for the ARP Grant and will be submitted by that date. Due to the amount of funding in the grant they are requiring a lot of involvement from stakeholders, including the Board President and Board. 20% of this grant must be dedicated to evidence based interventions in support of the learning loss that occurred during COVID.

The Center for Youth: Earthworks Program: This program partnership would deliver direct After School programming and instruction at GCCS once weekly (Wednesdays from 1-3pm). This year's program would be a pilot program that would operate mostly outside (with classrooms for rain dates!) and can serve 25 students. There are currently 31 interested students/families. After the pilot season, the goal is to expand the program to 2 or 3 days a week.

Motion 101321.10

Upon motion of Allison Shultes, and duly seconded by Tasha Stevens, RESOLVED, that the Memorandum of Understanding with The Center for: Earthworks Program, for direct after school services in the amount of \$14,000 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 101321.10 passed: 7 to 0

Title II Funding: All of the \$7700 would be used to support restorative practices with staff and families through a contract with Partners In Restorative Initiatives.

Motion 101321.12

Upon motion of Allison Shultes, and duly seconded by Jessica Wanner, RESOLVED, that the contract with Partners in Restorative Initiatives (PERI), for services in the amount of \$10,900 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 101321.12 passed: 7 to 0

"See 3" for an Anti-Racist Implicit Bias Staff Development/Training Program: Rahimah connected with Ruth Turner formerly of ROC Restorative and has created an organization called See 3 where she goes into schools and organizations. In the proposal she will lead 8, two-hour workshops with the staff on implicit bias and anti racist education.

Motion 101321.11

Upon motion of Jessica Wanner, and duly seconded by Tasha Stevens, RESOLVED, that the contract with Ruth Turner of See 3 for Anti-Racist and Implicit Bias Staff Development Training in the amount of \$26,000 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 101321.11 passed: 7 to 0

<u>Provantage Quote:</u> for the purchase of 85 Lenovo chromebook laptops and a 3- year Accidental Damage protection plan on each. These are in stock and are the newest models of laptops and will be good to support learning and software for the next few years. The proposal total is for \$29,327.80

Motion 101321.12

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that the contract with Provantage in the amount of \$29,327.80 for the purchase of 85 new Lenovo chromebooks 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 101321.12 passed: 7 to 0

11. Board Retreat Date and Theme

Michele reached out to Deb Hamner to continue the work the Board began at our last Board retreat to open the discussion of how she could continue to support us with this work with a new proposal. A half-day retreat session in January is being recommended, and any other follow up work/sessions that may come out of that as we are now more than one school and have a lot of work to do to start the new school. The Board members are in favor of continuing this work and are looking at either January 8, 2022 or January 15, 2022 for the retreat. The proposal for that work is \$9,700.

Motion 101321.13

Upon motion of Jessica Wanner, and duly seconded by Ryan O'Malley, RESOLVED, that the contract with Breakthrough Leadership Consulting in the amount of \$9,700 for the continued Board retreat work 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 101321.13 passed: 7 to 0

Open Forum

12. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 8:04pm. Charlie Johnson brought up an issue with ransomware as it related to chromebooks and suggested looking into a cybersecurity audit to prevent issues. Maureen will follow up with Melinda at Heveron for recommendations to help with this.

Future Agenda Topics:

- Population Data Review
- Snack Provided By: Volunteer (s) Needed!
- Bylaws for Flour City

13. Executive Session

*To avoid a potential conflict of interest for the Board's RMSC Representatives, Allison Shultes and Elizabeth Pietrzykowski were excused for the Executive Session.

Motion 101321.15:

Upon motion of Michele Hanagan, and duly seconded by Ryan O'Malley, RESOLVED, that the Board move into Executive Session to discuss a matter regarding the GCCS lease with the RMSC.

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

Voting in the negative: None

Abstaining:

Motion 101321.15 passed: 6 to 0

Motion 101321.16

Upon motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the Board adjourn from Executive Session and return to open meeting.

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

Voting in the negative: None

Abstaining: None

Motion 101321.16 passed: 6 to 0

Meeting Wrap-Up

14. Review Actions and Agreements (Michele Hannagan)

Motion 101321.17

Upon the motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that the Board adjourn the October 13, 2021 meeting at 8:45pm.

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

Voting in the negative: None

Abstaining: None

Motion 101321.17 passed: to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/ October 13, 2021

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Meeting Minutes | November 10, 2021

Cunningham House, RMSC Campus

Board Members Present: Michele Hannagan, **Elizabeth Pietrzykowski**, Mark Schiesser, Allison Shultes, **Joshua Stapf**, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess (On Zoom)

<u>Board Members Absent</u>: Charlie Johnson, *Ryan O'Malley*, Nolica Murray-Fields, **Nathaniel Sheppard**, Traci Terrance

<u>Educational Governance Council Members Present</u>: Shannon Hillman, Alexis Stubbe <u>Educational Governance Council Absent</u>: Chris Dolgos, Becki Mason, Lisa O'Malley

Guests: Robin Blew, Maureen Milke

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 5:30pm. A quorum was not present at the beginning of the meeting.

2. Greeting & Teacher Presentation: Kindergarten Team

The Kindergarten Team (Keri and Maggie) lead the Board in a greeting this evening. The greeting this evening is the "Name Game" which is great because many students may not usually participate, but often jump in when it's a song! Keri and Maggie modeled the name game song which passed around the room. There were lots of laughs and giggles and the Board introduced themselves in silly, loud, and quiet ways.

Keri and Maggie gave updates on the first few weeks of school thinking about how this Kindergarten year would be different from other years due to COVID.

- Prediction 1: kids aren't going to be used to large groups.
- Prediction 2: kids are going to need a lot of extra help in how they manage their space, their materials, and their bodies.

These predictions are true with this year's class. They asked if the students went to preschool last year and overall students have vastly different learning experiences before this year. It is hard to know exactly, but students did not necessarily have full days or everyday. Students were also sometimes in a preschool classroom with many fewer kids and some had access to virtual learning.

The teachers passed around a handout of *Maslow's Hierarchy of Needs*. This diagram outlines the steps that learners take to get to an "Ah-ha!" moment. Currently the class is in the lowest level of the hierarchy, *safety needs*, ("When is snack?", "I'm tired.", "My finger hurts.", "I'm still tired."). These consume most of the students' energy at this point in the year. Once those needs are met are they able to move into the activity and connect to the bigger project and school community. Being part of a bigger whole and connected to the school community is an idea still missing for most students. Students are also displaying they need to work on their body awareness and coping skills for when incidents occur; small things become large and dramatic moments. Teachers are coaching on what to do when accidents happen, being in control of your body and space, using words to solve problems, responding to invitations to play, and sharing with friends.

Keri and Maggie shared that their attention is pulled in many directions with these challenges; including working with students about patience and stamina (i.e. waiting to get their milk carton opened). The class has 29 students and the full-day of engagement is a long day for them. They are working with students about how to wait, tactics to prevent meltdowns when they are tired, and building their skills up to better engage in learning.

Keri and Maggie opened the conversation up for questions and comments. Jess asked about students who are prepared and have the skills, making sure those students aren't being caught up or left behind, and how the board can support the teachers. The Board has been given an invitation to visit the school and see the classrooms in action!

3. Review & Approve Monthly Minutes

Review and Approve October 13, 2021 Meeting Minutes

Motion 111021.1

Upon motion of Allison Shultes, and duly seconded by Michele Hannagan, RESOLVED, that the minutes of the October 13, 2021 meeting minutes of the GCCS Board be approved.

Voting in the affirmative: Michele Hannagan, Mark Schiesser, Allison Shultes, Tasha Stevens,

Kevin Sutherland, Jessica Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None **Motion 111021.1 passed:** 7 to 0

4. Financial Report -Robin, Kevin & Shannon

September 2021 Financial Update

Robin reported on the budget to actual review through September 30, 2021. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue: Revenue is at
 - o Per Pupil Revenue: \$749,179 as of last billing with 215 students.
 - Grants: Title I, II & IV are now recognizing funds.
 - Food Service: Higher expenditures at the beginning of year, but will even out.
 - Field Study: Costs associated with 4-6th grade field trips in September.
 - Administration: Summer stipends paid for in full.
 - Instruction: Professional Development is a little over budget and there were 2 long term substitutes.
 - Supplies: Higher expenditures at the beginning of the year, but will even out.
 - COVID Technology/ESSER Cares: Nothing to report.
 - Operations: Audit is complete and has been billed by Heveron & Heveron.
 - Business Services: Expenditures for mulch are recognized, but will be reimbursed by RMSC.
 - Transportation: Extra bussing expenditure, this number will stay the same.
 - o Capital and Facilities: Rent, furniture, and equipment purchases.
 - Expenditures: Nothing to report.
 - Marketing and Recruitment: Nothing to report.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

- Cash is strong but a little down from where we were.
- Accounts receivable: noted that many places are delayed or slower in making payments.
- There is ~\$48K in the Flour City Campus fund: Maureen will reach out to Heveron as the amount in the account is close to their \$50K threshold for an audit.
- Accrued payroll accounts for the "summer spread" for employees who spread their salaries across the summer.
- Board Designated Funds: Nothing to report.
- Investments:
 - Vanguard statements are received quarterly: New Statement: At the end of last year (June) account had \$553,556; and at the end of September \$555,905 at the end of; gain is \$613.
 - Fidelity statements are received monthly: Nothing to report.

Flour City Budget to Actual Review: Flour City Campus is the same as what was reported at the last meeting; half of the salaries (plus taxes and benefits) for the School Leaders.

5. Flour City Campus Updates: Bylaws, Finance & Accounting Manual - Shannon Hillman

Bylaws

The bylaws for GCCS River Campus had recently been reviewed by NYS Education and were carefully reviewed and detailed. These bylaws were used to draft the GCCS Flour City bylaws to ensure that wording and verbiage was correct and consistent (i.e. verbiage around Education Governance Council). River Campus bylaws specify 14 members and SUNY approved not less than 7 nor more than 14 for the Board so the wording was changed on the Flour City bylaws to include phrasing such as "up to..." to keep the number of Board members and diversity of representatives (community, RMSC, parent, etc.) the same to position the bylaws for use in the merger application. Shannon did remove a clause that indicated the Board Members could be removed without cause by a vote because NY State Education requires a cause for removal.

There was discussion on Shannon's position as the Executive Director, the make-up of the Education Governance Council, and the roles of the School Leaders as the "Instructional Leader" and who should be designated with those duties. The Board discussed a few other notes about wording and is in agreement with the changes.

Annemarie Wess left the meeting.

The following motions were made and approved by the Flour City Board of Trustees:

Motion 111021.2

Upon motion of Michele Hannagan, and duly seconded by Jess Wanner, RESOLVED, that the draft bylaws for the GCCS Flour City Campus be approved.

Voting in the affirmative: Michele Hannagan, Allison Shultes, Kevin Sutherland, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 111021.2 passed: 4 to 0

Finance & Accounting Manual:

Shannon_reported that there weren't many changes within this document that are different from it's version for GCCS River Campus. The minor changes included updating the school/campus name and title changes

Motion 111021.3

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that the GCCS Flour City Campus Finance & Accounting Manual be approved.

Voting in the affirmative: Michele Hannagan, Allison Shultes, Kevin Sutherland, Jessica Wanner

Voting in the negative: None

Abstaining: None Motion 111021.3 passed: 4 to 0

6. Committee Updates

a. Community Engagement: Updates (Jessica Wanner)

The group meets on the first Monday of every month and recently hosted guest speaker, Ashara Baker, recommended by Rahimah. Ashara shared thoughts on fundraising and discussed challenges regarding the privatization of charters as a barrier to fundraising.

b. Discipline: (Shannon Hillman)

None.

c. Nominating: (Annemarie Wess)

None.

d. **Personnel:** Flour City and River Campus School Leaders Announcement, Behavior Specialist under ARP Grant, TA Resignation, Building Substitute (Shannon Hillman)

Behavior Specialist Position

Under the ARP Grant funding that was approved at the last meeting, the Board decided to hire a Behavior Specialist. Jennifer Wick has come into the school and is highly skilled in managing students with behavioral needs and autism. She contracts with other schools and Strong Behavioral Health, and came highly recommended. She will primarily support the lower grade levels (elementary age students) and implement functional behavior assessments previously done by staff. She will also work with the staff to

teach them skills to implement and sustain these practices. A contract was available for review in the Board folder.

Motion 111021.4

Upon motion of Jess Wanner, and duly seconded by Tasha Stevens, RESOLVED, the 1099 vendor contract for Jennifer Wick as the Behavior Specialist as presented rate be approved.

Voting in the affirmative: Michele Hannagan, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner

Voting in the negative: None

Abstaining: None Motion 111021.4 passed: 6 to 0

TA Resignation

One of the teaching assistants, Maggie Torres, will be leaving GCCS due to personal reasons and her last day will be December 5th, 2021. Maggie has agreed to stay on until a new person is found to help with the transition. This position is going to be marketed as a Long Term Substitute position. Shannon reported that there have been great TES substitute teachers, but they do not have any applicants yet.

Building Substitute

Amanda Petrella Christ has been on board as a long term substitute and is an excellent addition to the team. She cannot commit to 5 days a week, but will be brought on at 3 days a week (Monday, Wednesday, Friday) to support classrooms as needed. This added support will be helpful in creating both stability and flexibility to meet the school's substitute needs. This will be a part-time, temporary and grant funded position through the ARP Grant. The position was budgeted in the grant at a rate of \$130 per day.

Motion 111021.5

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, to appoint Amanda Petrella Christ for the part-time position as Building Substitute at the salary of \$130.00 per day for the 2021-2022 school year be approved.

Voting in the affirmative: Michele Hannagan, Mark Schiesser, Allison Shultes, Tasha Stevens,

Kevin Sutherland, Jessica Wanner **Voting in the negative:** None

Abstaining: None **Motion 111021.5 passed:** 6 to 0

Flour City & River Campus School Leaders Announcement

Shannon announced that both Kamouy and Christine have been excellent in their roles as Assistant School Leaders. There was a collective decision-making process around which campus they could see themselves at and both noted growth in many areas and could see themselves at either school. Both are forward thinkers and have shown great skills and initiative. Kamouy is an excellent "systems thinker" and her experience with special education and math is reflected in her data-driven decision-making. Christine is a champion for primary learning, using curriculum, and is skilled in charter knowledge and troubleshooting.

- River Campus needs someone with an eye on math and systems, keeping the data driven-focus. Kemouy Belay is the right person for this position.
- Flour City Campus needs someone whose focus is primary learning and literacy and to kickstart that energy. Christine Farrell is the right person for this position.

Now that the positions have been decided, Shannon shared that each leader will begin to shift duties and responsibilities as applicable and appropriate.

- e. *Safety: None (Shannon Hillman)
- f. *Diversity & Racial Equity: Updates (Traci Terrance)
 Jess reported on behalf of Traci that the committee is working on developing their own Family Crew and there will be more to come on this.

7. School Leader Update: Enrollment Data Review, Exhibition Night Promo (Shannon Hillman)

Enrollment Date Review:

Shannon presented data on student population and demographic information to share how the population of the student body is changing. In regards to race, the number of white students has declined and

economically disadvantaged, ELL, and Special Education students are increasing. These numbers are much closer to aligning with Monroe County demographics--indicating that the student population is starting to reflect the more urban population that the school wants to serve. With each additional year of using the Common Schools App, the data keeps shifting in that direction.

Shannon also shared data on the number of students that are Free and Reduced, Special Education, ELL, and have 504 plans and their home districts. There is often an assumption that all of the students receiving services were from the RCSD, while this data shows that this is not the case and many students from suburban districts are receiving them.

Exhibition Night Promo

Next week is Exhibition Night and every night (Monday -Thursday) there will be classroom exhibitions happening, in-person, throughout the school. Shannon will send a list of dates and times out to the Board with an open invitation for all Board members to attend.

Outstanding Business

8. Board Retreat Reminder

Michele shared that we have connected with Deb Hamner and that a planning meeting for the retreat will be happening on Friday, November 19, 2021. More to come on the details of the retreat.

9. Transportation (Bus and Family Association) Update

The Family Association (FA) has really been challenged by the issue of transportation and wants to ensure that all families have ways to come to school, even for special events and Exhibition Nights. Passing out bus passes has its challenges as the bus routes are spotty. Uber is not a sustainable solution and FA has landed on exploring Ride Sharing. Ride Sharing could increase collaboration within classrooms and grade levels--however, this does pose an insurance risk should there be an accident. The GCCS insurance agent offered some suggestions to mitigate the risk; driver's license, proof of insurance, release forms, etc. The FA is continuing to work on finding a solution and have sent surveys to families to help identify what the need really is and how many families would benefit from it.

New Business

10. Merger Updates

There is an intent to merger letter for review in the board drive. Shannon was told by SUNY that they would be revising the guidance for a merger. A meeting was held with SUNY to discuss the revisions to the guidance.

New York Charter School Association also wanted to meet with GCCS Leadership and shared that this merger will be challenging as the Board of Regents has to approve the merger first and then SUNY will approve. Given the political climate on charters and that GCCS was granted a short-term renewal, they shared that this could be a challenging process. It was recommended that we work with the local regents and begin outlining steps showing that we are merging not because we don't want to be held accountable to the requirement of admitting identified "at-risk" students, but that we want to take a big leap in reaching that goal by opening a new school that will have 90 new students with all new families.

These changes are being looked at as a material revision, so the merger application has to be submitted by December 1, 2021. The Board discussed the next steps and the implications of a merger now vs. later especially given the renewal timeframes for both entities. The naming of the school leaders was an important step in this process to free up Shannon's time to complete the application process. A special Board Meeting has been scheduled for Monday, November 29, 2021 at 6pm at the RMSC to approve the Merger Application.

Motion 111021.6

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, that Letter of Intent to Merge as presented in the folder be approved.

Voting in the affirmative: Michele Hannagan, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner

Voting in the negative: None

Abstaining: None **Motion 111021.6 passed:** 6 to 0

11. Fundraising & Grant Writing Proposals

A draft proposal has been shared in the Google Drive for Fundraising & Grant Proposals and we have gone out for bid for two other proposals for this work. These proposals will be discussed at the December Board meeting at length. Lisa Wing, who has a history with the GCCS and has a very specific skill set, has submitted a grant writing proposal. Concerns were brought forward about the fundraising proposal that will be discussed further offline prior to coming to the board.

Motion 111021.7

Upon motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, to approve Lisa Wing as a Grant Writing and Fundraising Consultant as presented be approved.

Voting in the affirmative: Michele Hannagan, Mark Schiesser, Allison Shultes, Tasha Stevens,

Kevin Sutherland, Jessica Wanner **Voting in the negative:** None

Abstaining: None **Motion 111021.7 passed:** 6 to 0

Open Forum

12. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 7:58pm.

Future Agenda Topics:

- Flour City Update: Grant Writing & Fundraising Presentations
- <u>Snack Provided By</u>: Jess

13. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

14. Review Actions and Agreements (Michele Hannagan)

- Shannon Hillman will send a list of dates and times for Exhibition Nights programs next week
- Notice will go out to the Board about a Special Meeting that has been scheduled for Monday, November 29th, at 6pm at the RMSC.

Motion 111021.10

Upon the motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that the Board adjourn the November 10, 2021 meeting at 7:58pm.

Voting in the affirmative: Michele Hannagan, Mark Schiesser, Allison Shultes, Tasha Stevens,

Kevin Sutherland, Jessica Wanner **Voting in the negative**: None

Abstaining: None

Motion 111021.10 passed: 6 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/ November 10, 2021

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Special Meeting Minutes | November 29, 2021

Cunningham House, RMSC Campus

<u>Board Members Present</u>: Michele Hannagan, Charlie Johnson, Ryan O'Malley, Elizabeth Pietrzykowski, Mark Schiesser, Allison Shultes, Joshua Stapf, Tasha Stevens, Kevin Sutherland, Traci Terrance, Jessica Winter Halt Wanner, Annemarie Wess (On Zoom)

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

Educational Governance Council Members Present:

Educational Governance Council Absent: Chris Dolgos, Becki Mason, Lisa O'Malley, Alexis Stubbe

Guests: Maureen Milke

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 6:03pm. A quorum was present at the beginning of the meeting. The purpose of tonight's meeting is to review the presentation and application for merger.

2. Greeting: None.

3. Review & Approve: None.

4. Financial Report: None.

5. Flour City Campus Updates: None.

6. Committee Updates:

a. **Community Engagement:** None.

b. **Discipline:** None.

c. Nominating: Open Flour City Board of Trustees Seat (Annemarie Wess)

Due to Luke Wilson stepping down, there was an empty seat on the Flour City Board. Tasha Stevens has been an active, productive GCCS Board member and was nominated for the position at Flour City as it was believed that having an alumni presence would be helpful for the new school.

Motion 112921.1

Upon motion of Annemarie Wess, and duly seconded by Michele Hannagan, RESOLVED, to appoint Tasha Stevens, Board as a Community Representative for the Genesee Community Charter School Flour City Campus for the term through June 20, 2024 be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland, Jessica Winter Halt Wanner. Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 112921.1 passed: 6 to 0

- d. Personnel: None.
- e. *Safety: None.
- f. *Diversity & Racial Equity: None.
- 7. School Leader Update: None.
- 8. Outstanding Business: None.

New Business:

9. Merger Application Presentation and Q & A (Shannon Hillman)

Shannon presented a short overview of the merger application materials and thanked those involved in creating the document. Budget documents show that with each year, both campuses develop and become financially more stable over time. Given the unknowns of the facilities, figures were determined based on should the future facilities be at a similar rent, size, etc. The benefits of merging in the application are outlined with the core of the document indicating the importance of the diverse by design organization that is at the core of GCCS. Through the process and application they were thinking about how mierging will help us be one cohesive entity and that the community, students and families in the ROchester area are being supported.

10. GCCS- River Campus Board of Trustees Proposal to Merge

Motion 112921.2

Upon the motion of Michele Hannagan, and duly seconded by, Annemarie Wess, RESOLVED that,

WHEREAS, this Board of Trustees having been presented with a proposed Plan of Merger (the "Plan") wherein and whereby this corporation would merge with and into Genesee Community Charter School – Flour City, a charter school organized and existing pursuant to a charter issued by the Trustees of the State University of New York; and

WHEREAS, upon due and deliberate consideration thereof, this Board of Trustees has determined that the proposed merger would be in the best interests of this corporation and serve to promote and fulfill our school's mission to the benefit of its stakeholders;

NOW, THEREFORE, be it

RESOLVED, that the Plan of Merger as presented calling for the merger of this corporation into Genesee Community Charter School – Flour City be and the same is hereby approved; and be it further

RESOLVED, that this Board of Trustees does hereby consent to the adoption of the Plan and does authorize and direct the President and any and all officers of the corporation to execute the same, and to take any and all action reasonable and necessary to effectuate the Plan and accomplish the merger as provided therein.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Traci Terrance, Jessica Winter Halt Wanner, Annemarie Wess **Voting in the negative:** None

Abstaining: None

Motion 112921.2 passed: 9 to 0

11. GCCS- Flour City Campus Board of Trustees Proposal to Merge

Motion 112921.3

Upon the motion of Michele Hannagan, and duly seconded by Allison Shultes, RESOLVED that

WHEREAS, this Board of Trustees having been presented with a proposed Plan of Merger (the "Plan") wherein and whereby Genesee Community Charter School, a charter school organized and existing pursuant to a charter issued by the Regents of the University of the State University of New York would merge with and into this corporation; and

WHEREAS, upon due and deliberate consideration thereof, this Board of Trustees has determined that the proposed merger would be in the best interests of this corporation and serve to promote and fulfill our school's mission to the benefit of its stakeholders;

NOW. THEREFORE, be it

RESOLVED, that the Plan of Merger as presented calling for the merger of Genesee Community Charter School with and into this corporation be and the same is hereby approved; and be it further

RESOLVED, that this Board of Trustees does hereby consent to the adoption of the Plan and does authorize and direct the President and any and all officers of the corporation to execute the same, and to take any and all action reasonable and necessary to effectuate the Plan and accomplish the merger as provided therein.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland,

Jessica Winter Halt Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None Motion 112921.3 passed: 6 to 0

Open Forum

12. Future Agenda Topics and/or Public Comment (Michele Hannagan)

Michele Hannagan opened up the meeting to public comment at 6:12 pm.

Future Agenda Topics:

- Flour City Update: Grant Writing & Fundraising Presentations
- <u>Snack Provided By</u>: Jess

13. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

14. Review Actions and Agreements & Approve Special Meeting Minutes

Review Actions and Agreements

<u>Motion 112921.4</u> Upon the motion of Mark Scheisser, and duly seconded by Tasha Stevens, RESOLVED, that the minutes of the November 29, 2021 minutes of the Special Meeting of the GCCS Board be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Traci Terrance, Jessica Winter Halt Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None **Motion 112921.4 passed**: 9 to 0

Motion 112921.5

Upon the motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that the Board adjourn the November 29, 2021 special meeting at 6:22 pm.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Traci Terrance, Jessica Winter Halt Wanner, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 112921.5 passed: 9 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/ November 29, 2021

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Meeting Minutes | December 8, 2021

Cunningham House, RMSC Campus

<u>Board Members Present</u>: Michele Hannagan (On Zoom), Ryan O'Malley, **Elizabeth Pietrzykowski**, Allison Shultes, **Joshua Stapf**, Tasha Stevens, Traci Terrance, Jessica Wanner, Annemarie Wess (On Zoom)

<u>Board Members Absent</u>: Charlie Johnson, Nolica Murray-Fields, Mark Schiesser, Nathaniel Sheppard, Kevin Sutherland

<u>Educational Governance Council Members Present</u>: Shannon Hillman, Becki Mason <u>Educational Governance Council Absent</u>: Chris Dolgos, Lisa O'Malley, Alexis Stubbe

Guests: Robin Blew, Jeremiah Ditch

Legal Counsel Present: George DesMarteau

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

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:32pm. A quorum was present when the meeting began.

2. Greeting & Teacher Presentation: 4th Grade Team

The 4th Grade Team (Jeremiah and Becki) lead the Board in a greeting this evening, one they did with their crew a few weeks ago.

Jeremiah and Becki gave updates on Crew, one of the main elements of EL education that GCCS is really leaning into this year. On Monday and Wednesday mornings each teacher meets with a small group of students (between 8-10 kids). The greeting the class did on 10.25.2021 included simple questions about how to get to know your crew mates (Favorite foods? Favorite season? Do you have any pets?). Everyone thought of a question and the answer to their question and gave that answer to the previous person's question! It's a bit of a brain teaser but a fun way to get to know each other! Laughter ensued as questions and answers went around the room that were silly and didn't match. After each answer, Board members were greeted by the rest of the group.

Crew is not specifically an academic tool, but a social and emotional tool that supports the classrooms. The 4th graders were struggling with patience and after recognizing that they read the book *Remy the Rhino* and reflected on it. Crew supports them in understanding that they are not alone in their feelings of impatience. After having these small group conversations in Crew, they are able to bring the discussion to the whole class and discuss strategies. In early December the class has been focusing on "How Big is Your Problem?"; a Zero problem is a "glitch" so keep your cool. The scale ramps up to a 5 which is a "Real True Emergency" (house on fire, etc.). This activity was modeled with the staff by the social emotional team. The class dropped different items (erasers, kickball, etc.) into water to see how much would be displaced and talked about the mess and the next steps to move on and move through the problem. Class discussion was had on "Does your reaction match the size of the problem?" Becki and Jeremiah are seeing the students connecting with this and verbalizing when things are "glitches". A parent rep noted that these recognition moments are even being used at home. This has been helpful for students to minimize minor problems (pencil broke) and remember to bring up big problems (bullying on a playground) that might have otherwise gone unsaid.

3. Review & Approve Monthly Minutes

Review and Approve November 10, 2021 Meeting Minutes

Motion 120821.1

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the minutes of the November 10, 2021 meeting minutes of the GCCS Board be approved.

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

Voting in the negative: None

Abstaining: None Motion 120821.1 passed: 7 to 0

4. Financial Report - Robin & Shannon

October 2021 Financial Update

Robin reported on the budget to actual review through October 31, 2021. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue:
 - o Per Pupil Revenue: \$990,106 as of last billing with 215 students.
 - o Grants: Title I, II & IV: (Includes ESSER) are now recognizing funds; \$73,458.
 - o Income- Other: miscellaneous contributions
- Expenses:
 - Food Service: Free & Reduced from the state. The rest from the parents. Robin will reach out to the Food Service rep to follow up because it is a little high for this year, but she is not concerned.
 - Field Study: Costs associated with 4-6th grade field trips in September, but not much activity in October.
 - o Administration: Nothing to report.
 - Instruction: Running normal variances in all categories. Professional Development is a little down but may be due to timing.
 - Supplies: Higher expenditures at the beginning of the year, but will even out as the year goes on.
 - COVID Technology/ESSER Cares: Nothing to report.
 - Operations: Audit is complete and has been billed by Heveron & Heveron.
 - Business Services: Nothing to report.
 - Printing & Copying: Higher at the beginning of the year, but will even out.
 - Transportation: Nothing to report.
 - COVID Expenses: Notably over budget but anticipate the grant will cover these costs.
 - o Capital/ Facilities: Nothing to report.
 - o Total Expenditures: \$948K
 - Surplus/Deficit: In the black \$150,450 VS. \$103K for budget. In line with where we were last year.

<u>Balance Sheet Review:</u> This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

- Assets:
 - Cash on Hand: Strong, but down from where we were last year due to the timing of district billings. Some districts have been slow in paying this year, will even out. During the fall we also pay out previous year's retirement so this is a normal cash flow for time of year.
 - Investments:
 - Accounts receivable: Includes prepaid expenses for Flour City but will be paid back through grant of other entity.
 - Fixed Assets: Nothing to report.
- Liabilities:
 - Accounts Payable:
- Equity:
 - Net Assets: Nothing to report.
 - o Board Designated Funds: Nothing to report.
 - Net Income: Nothing to report.
 - Total Equity: Nothing to report.
 - Total Liabilities & Equity: \$2,262,246 this year vs 2,319,122 last year
- Investment Accounts Review:

Vanguard:

■ Statements are received quarterly: New Statement: At the end of last year (June 2020) account had \$553,556; and at the end of September \$555,905 at the end of; gain is \$613.

Fidelity:

Statements are received monthly but Robin needs to find the number again and will share out at the next meeting.

Flour City Budget to Actual Review:

- Flour City Campus is primarily the positions and the benefits that are being paid by the grant. This is at \$64K what we've paid out so far for half of the salaries (plus taxes and benefits) for the School Leaders.
- We will not need to complete the review/audit that Heveron & Heveron has recommended, but they
 do not need to come in until we actually receive the money. Maureen and Robin have been in
 contact with Melinda Perez at Heveron and a plan is in place for what needs to happen.
- M&T account is set up and is currently completely separate from the other GCCS accounts pending the merger.

5. Flour City Campus Updates: Merger Application, Facilities, Fundraising Proposals - Shannon Hillman

Merger Application:

The merger application was submitted on time and heard back from the Board of Regents with 4 items they wanted addressed:

- 1. A small technical error of the wrong admissions table that was fixed and sent right back.
- 2. To clarify language that Flour City charter was issued by the Board of Regents upon the authorization of from SUNY
- 3. The date for the renewal of the River Charter. There are two conflicting dates: March 3 vs. May 4 which Shannon shared with Susan.
- 4. To provide a notification letter from SUNY as they will have a hearing and the Board of Regents will need to know the results of their hearings. This is unclear to Shannon as it was presumed that the Board of Regents would hold their hearings first, then SUNY. Shannon asked for further information from SUNY.

<u>Facilities:</u> There was a discussion with the RMSC about some decisions in regards to facilities decisions. There are no decisions made yet but the conversation helped RMSC Board members understand who GCCS is and why the school would really like to stay on campus at the museum. Shannon has been talking with Joseph Polat from RocSci (a network charter K-12 in Buffalo who are replicating here for RocSci) who is purchasing the buildings on Humboldt Street and they are nearing the closing process of that purchase. They are very interested in having us on a short-term lease in one of the smaller buildings. The facilities committee meets tomorrow to discuss this further and will continue the conversation with Joseph Polat.

There were Board questions about budget implications around transportation for 2 separate locations, staff who split time and around how many grade levels would fit at the Humboldt Street location (90 students).

Additionally, Shannon met with a commercial realtor today (Dara) to share information about our needs and she was transparent about how she could consult with us to help and do research. This was a first conversation and Shannon will share more information with her and meet again.

Fundraising Proposals: Josh, Lisa Wing and Shannon have been interviewing some fundraisers and have shared a new proposal from Danforth Development in the Google Drive. The Board is being asked to review this proposal from Dana as it was helpful in outlining the steps, what our strategy is, and was transparent about how realistic a capital campaign would be without a large donor base. The proposal and interviews have been great, but there is a growing hesitation about the size of the campaign without that large donor base. The group had a question about where the donor prospects would be coming from and there is some hesitation about the timeline and feasibility of building a fundraising base. Creating a long range strategy for building a donor base is part of the discussion and the Board is going to need to do some soul searching about what our approach is. There were questions about if we wait on conversations to certain local people (including Adrian Hale) until we have a Fundraising Consultant hired; what is the scope of our asks and where are we looking for it (local, state, national?); fundraising from the Alumni and/or families. The goal is to start finalizing some decisions at the January meeting of the Board.

6. Committee Updates

a. Community Engagement: Updates (Jessica Wanner)

The committee met yesterday and discussed the *Truths & Myths* document and how to utilize it. The group is thinking of sending it out in bits and pieces as updates. Discussion was also had on the merger and getting ahead of it via PR and media. One of the suggestions was for parents to write letters that could get out in front of the media and Rahimah is taking the lead on coordinating that.

b. Discipline: Updates (Nolica Murray-Fields)

Shannon reported on behalf of Nolica that the first meeting of the year was yesterday. The committee hadn't been together with the new leadership team and there was a lot of discussion about the committee, where it's been, and the future of the group. There was discussion about the state of students and staff and restorative practices. It was very proactive and will be meeting again to review the discipline data from this year so far.

c. **Nominating:** (Annemarie Wess) None.

d. Personnel: TA Position Update, Maternity Leave Update (Shannon Hillman)

TA Position Update:

As was announced at the November meeting, one of the teaching assistants, Maggie Torres, will be leaving GCCS due to personal reasons and her last day will be December 31, 2021. Maggie has agreed to stay on until a new person is found to help with the transition and the interview process is underway. There are no recommendations yet, but would like to get a person on board in the next couple of weeks so there can be cross-over and training time with Maggie. Given the timing and short window for training, it is likely that the person will be brought on as a daily substitute until the next Board meeting for approval.

<u>Maternity Leave Update:</u> Interviews are also underway for the long term substitute to fill Maggie Deustchbein's (Kindergarten team) maternity leave that will be needed by the end of January through the end of year. This will be a long term substitute position.

e. *Safety: None (Shannon Hillman)

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

There is one more meeting before the end of 2021. Met last Thursday with the Family Association (FA) and the Leadership Crew and there has been a lot of discussion about the FA's fundraisers to ensure that more families have access to be involved in the fundraising efforts. There is also a lot of discussion about Room Helpers and recognizing that some classrooms have a lot of engagement and some don't and discussion to address those discrepancies.

7. School Leader Update: COVID Test-to-Stay Policy and other COVID updates, Professional Development Updates (Shannon Hillman)

COVID Test-to-Stay Policy: This option is for students who have been exposed to COVID and would be tested each day of their "exposure period" and with negative test (rapid tests on site) results could stay at school but would still quarantine at home. There are concerns about this method given the incubation period of COVID that is known. Shannon brought this to the staff last week and the staff are in agreement that keeping kids in school is really important to prevent the learning loss that can happen over a quarantine period. Families have to consent to this testing as well. The policy has been shared as a document in the Google Drive and Board members are invited to review and ask questions right in the document. There was a question if the Board needs to approve this but at this point Monroe County still needs to approve this so Shannon is working to get the policy in front of as many school community members as so they can become aware before it becomes in place. This testing would put additional responsibilities on the trained staff (leadership & Maureen) but Shannon believes that at this point they do have the capacity to support this.

<u>COVID Updates:</u> Have averaged around 1+ positive cases of COVID a week since the last holiday break. None of the cases seem to be connected to school transmission, but from family exposure. About a month or so ago, Monroe County offered to have a PCR machine on campus for students who become

symptomatic over the course of the day and if the family has consented they can get a PCR test right away to rule out COVID. This has been made available to all schools and GCCS is considering taking the County up on this.

It was also just announced that the County will be sending 2 rapid at-home tests home with each student to be used and support families over the holiday break. Those will be picked up in the next weeks and sent home with all GCCS students before they leave for the break.

There was a question from the Board about what the decision making process will be for the upcoming field studies and trips (Boston) and what the infection number comparisons will be and what happens if the locations of trips require vaccination proof for all students/adults.

Professional Development Updates: Shannon shared previously that the staff would be trained by PiRI but the timeline has shifted to include 2 full days in January so that the entire staff could be trained. There was confusion in the contract and PiRI didn't have enough trainers so they have come to include the two days for everyone. These days will now be catered specifically to our staff needs and are working with Lauren and Kyle to develop the program and to co-facilitate the training. There will still be PD with Ruth to align the conversations about race and equity within the PiRI format of restorative circles. Over Thanksgiving break there was a deep discussion in listening circles about the staff culture about stress and tense feelings about not just COVID, but the big changes on the horizon for the community. Questions from the Board included the benefits of the cancelling of the 2 days of PD because it parent/teacher conference days with families and helped support families' desire to come in and meet by creating more time. It was decided that this conversation would be continued with the Leadership Team.

Outstanding Business

8. Board Retreat Reminder

The Board retreat is Saturday, January 8th in the morning.

New Business

9.

Open Forum

10. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 7:18pm.

Future Agenda Topics:

- Flour City Update: Grant Writing & Fundraising Presentations
- Snack Provided By: Ryan

11. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

12. Review Actions and Agreements (Allison Shultes)

Nothing to Review

Motion 120821.2

Upon the motion of Michele Hannagan, and duly seconded by Tasha Stevens, RESOLVED, that the Board adjourn the December 8, 2021 meeting at 7:20pm.

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

Voting in the negative: None

Abstaining: None **Motion 120821.2 passed:** 7 to 0

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

The Genesee Community Charter School Board of Trustees Education Governance Council

FINAL Meeting Minutes | January 12, 2022

Cunningham House, RMSC Campus

Board Members Present: Michele Hannagan, Charlie Johnson, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner

<u>Board Members Absent</u>: Nolica Murray-Fields, <u>Elizabeth Pietrzykowski</u>, <u>Nathaniel Sheppard</u>, <u>Joshua Stapf</u>, <u>Traci Terrance</u>, <u>Annemarie Wess</u>

<u>Educational Governance Council Members Present</u>: Shannon Hillman, Alexis Stubbe <u>Educational Governance Council Absent</u>: Chris Dolgos, Becki Mason, Lisa O'Malley

<u>Guests:</u> Robin Blew, Maureen Milke, Dana Kimberly (On Zoom), Sarah Baker (On Zoom), Dan Walpole, Katie Rogers

Legal Counsel Present: George DesMarteau

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

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:37 pm. A quorum was present at the beginning of the meeting.

2. Greeting & Teacher Presentation: 5th Grade Team

The 5th Grade Team (Dan and Katie) led the Board in the greeting this evening. The greeting that the Board did tonight was the same one done at the staff meeting earlier today which was "If you had a special gift or super power, what would that be?" The Board went around and greeted each other after announcing which super power/magical ability they would like to have. Answers ranged from the ability to fly, to restoring health, to magically making all things COVID go away, time-traveling & teleportation, to be able to speed read and learn, having Hermione's time turner to be able to do everything she wants and not feel guilty about missing, to have the ability to make the world tell the truth, to be able to not sleep but have the same amount energy, to be the best listener in a room, to be able to talk to animals—especially Ted the German Shepherd, to be in two places at once and more.

Dan and Katie gave updates on all things 5th grade and on the Crew work that has been done and how the PERI training has complemented that work. Crew fosters social, emotional and academic growth. Crew work is done in smaller groups with 10-11 students in each group. The smaller group size gives them opportunities to open up in ways that don't happen in the larger class setting. Staff did training with PERI which they have already brought back to the classroom as a whole and to Crew work—in that training teachers were empowered to lead their own listening circles (with Kyle's support as needed). Teachers had an opportunity to work in their teams and with other team teachers, the arts team and expressed that being able to bring back circles to their class has been a very powerful take away. Relationship building is the foundation of the pyramid of restorative practices and levels of work—and it was shared that more training is desired to further foster the growth of relationships between students. Being a community as a classroom of 32 students and teachers has relationship challenges and the training will help build those student to student relationships. Dan and Katie shared that living what is learned in PD's like the PERI training is their goal and building those relationships will bring success in reaching a community that lives up to the Code of Conduct.

The Board asked some questions in regards to the structure of the pyramid design of the PERI Training—the staff have done Level 1, the foundational level, and that the next levels of the training will be forthcoming. There is scheduled consultant time and push in support on continued implementation of Tier 1 (Community Building) before we move into the next two levels. Staff are confident in community building and are eager for more tools in how to grow into Tier 2 and Tier 3 levels of training. These levels focus on

how the school is responding to a student who is really struggling when Crew isn't enough support, conduct observations, develop a plan with student families, etc. to determine the right course of action for that student. Additional questions asked from the Board included if the Crew work is "organic" or what happens when there are no issues one week to discuss. The 5th grade team shared that there has yet to be a week without issue to work through but for other grades there are structured discussion topics about feelings and challenges that they are facing but most of the Crew work is responsive to what is happening in the classroom. Parent representatives also shared how impactful that Crew has been for their students, the joy that has come from it and the beauty that the students get to know another adult from the GCCS community beyond their teachers. Other questions included how, as parents, to get their children to share more about their day and about what is discussed in Crew.

3. Review & Approve Monthly Minutes

Review and Approve December 8, 2021 Meeting Minutes

Motion 011222.1

Upon motion of Ryan O'Malley, and duly seconded by Tasha Stevens, RESOLVED, that the minutes of the December 8, 2021 meeting minutes of the GCCS Board be approved.

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

Voting in the negative: None

Abstaining: None **Motion 011222.1 passed:** 7 to 0

4. Financial Report: November Financial Update & ARP Approval - Robin, Kevin & Shannon

November 2021 Financial Update

Robin reported on the budget to actual review through November 30, 2021. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue:
 - Per Pupil Revenue: \$1,233,535 as of last billing with 213 currently enrolled students. Movement between districts is the reason for coming in slightly over budget.
 - Grants: Title I, II & IV: (Includes ESSER) are now recognizing funds that we have spent out including \$29K spent on air scrubbers from ARP grant.
 - Income- Other: miscellaneous contributions and donations
- Expenses:
 - Food Service: Free & Reduced from the state was behind a little bit but has since caught up. Parent income has also caught up. Higher than budget due to some accounting and additional beginning of year expenditures.
 - Field Study: These are expenditures from previous months (non in November), some money came in from parents in November as well.
 - Administration: Nothing new to report.
 - Instruction: Two teachers are out with two long term subs which is driving higher than normal instructional pieces. Anticipates variance staying true throughout the year depending on other teachers that get registered.
 - Supplies: Higher expenditures at the beginning of the year, but anticipates this evening out as well. Robin is going to look back at this as the numbers shared are not what the Finance Committee discussed earlier this week. She will report back on this and may need to re-categorize some items that rolled up into this line.
 - COVID Technology/ESSER Cares: Nothing to report.
 - Operations:
 - Business Services: Nothing to report.
 - Printing & Copying: Nothing new to report.
 - Transportation: Nothing to report.
 - COVID Expenses: Notably over budget but expenses will be covered by grant funds.
 - Capital/ Facilities: Rent is less than last year; anticipates over budgeting for this line item this year given the changes in where Janitorial costs now live (with GCCS not RMSC).
 - Total Expenditures: \$1,277,325K

Surplus/Deficit: In the black \$97K VS. \$130K for budget.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

- Assets:
 - Cash on Hand: Looks different than last year based on how NY State Teacher Retirement went this year and other districts are not paying things early this year, right on time ~\$75K
 - Investments: \$1,278,580
 - o Accounts receivable: Nothing to report.
 - Prepaid Expenses- Flour City: This is expenditures already allocated towards Flour City;
 this is primarily salaries and benefits that are being paid from the CSP grant.
- Liabilities:
 - Accounts Payable: Bills to pay as of November.
- Equity:
 - Net Assets: Nothing to report.
 - Board Designated Funds: Nothing new to report.
 - Net Income: Nothing to report.
 - Total Equity: Nothing to report.
 - Total Liabilities & Equity: \$2,262,246 this year vs. \$2,319,122 last year
- Investment Accounts Review: Overall investments are up by \$59K since the end of last year.
 - o Vanguard:
 - Statements are received quarterly. New Statement: \$599K
 - Fidelity: Statements are received monthly. Las report: \$739K

Flour City Budget to Actual Review:

- Flour City Campus review included that:
 - The only activity is the staff positions and the benefits that are being paid by the CSP grant. This is at \$97K what we've paid out so far for half of the salaries (plus taxes and benefits) for the School Leaders.
 - We have received "Grants Gateway" approval so are hopeful that the payment from the CSP grant will be soon to come.

ARP Approval - Shannon

Have received approval for the ARP Grant funds to support expenditures related to COVID.

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

<u>Facilities Update</u>: There have been several discussions regarding the incubation period for the Flour City Campus and there have been further conversations with Joseph Polat from RocSci (a network charter K-12 in Buffalo who are replicating here for RocSci) who is purchasing the buildings on Humboldt Street. RocSci is very interested in partnering with GCCS and it seems that there is still a viable option for that space to be used for the incubation period. There have also been discussions with Joe Curry from LaBella who will be taking a look at the Humboldt Street building on behalf of GCCS. It was acknowledged and discussed by the Board that there will be expenses incurred either way for the incubation period.

Shannon shared with the Board about the recent news that the RMSC's Preschool will be closing at the end of the school year and that the staff were talking about it given that there have been rumors circulating that it was GCCS's desire to grow that has been the primary reason that the school is closing and that GCCS is to blame for "pushing them out". This is not the case and has been reaffirmed by RMSC's CEO/President Hillary Olson. Shannon did share that there are some families who have students in both schools and is looking to create an opportunity to support them if they need it. Shannon will develop an update to share with the GCCS community to share accurate information with the families.

Shannon and Michele have met with the RMSC's CEO/President and Board Chair, Nick Berno, and it was shared that RMSC's Board has requested that GCCS present a formal presentation on what a permanent home on the RMSC campus would look like with specific details and information on seven participar points that include drawings, risk assessment, campus impact study, educational value and other items. The RMSC's Board meets again at the end of February and asked for GCCS to present this information to them at this time. This quick timeline was presented by RMSC as a respectful response to the fast timeline that was presented by GCCS to them when they first met.

^{*}Jumped to Fundraising Presentation at this point in the meeting*

<u>CSP Update</u>: Update is the same from the review of Flour City Finances-have been given approval for the "Grants Gateway" system that is used to process funding so are optimistic that the funds will be received soon.

6. Committee Updates

a. Community Engagement: (Jessica Wanner)

b. Discipline: (Nolica Murray-Fields)

None.

c. Nominating: Open Board Position (Annemarie Wess)

Josh Stapf has formally requested to step down from the Board due to competing responsibilities. Michele, Shannon and Annemarie (along with Deb Hamner) are in discussions about recruitment for the Board that will fill his position with a member with similar experience and background.

d. Personnel: TA Position Update, Maternity Leave Update (Shannon Hillman)

TA Position Update:

Ryan Silvato was hired through TES as a long term sub for the 5th grade classroom and he will remain a substitute teacher for us through the remainder of the year. This arrangement gives Ryan some flexibility in his schedule. It was shared that he joined the team on the first day of PERI training and was really excited about the opportunity.

Maternity Leave Update:

Liliana Villanueva comes to us with Preschool experiences and was able to work with the team (Keri and Maggie) in the classroom today and had a great presence and jumped right in to work with students. Team members shared that she seems very coachable and her references have given glowing reviews in her performance and ability to take feedback. She is working on finishing her exams and is still working on her formal certification but this is not an issue as GCCS is allowed to have a certain percentage of uncertified teachers on staff (this is also a long-term substitute position).

Motion 011222.3

Upon the motion of Jess Wanner, and duly seconded by Tasha Stevens, RESOLVED, that Liliana Villaneuva be approved as a long term substitute position for the 2021-2022 school year to be paid at the rate of \$210 per day for the first two weeks, after which will be compensated at prorated salary of \$46,000 for the duration of the leave, as presented in the offer letter.

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

Voting in the negative: None

Abstaining: None Motion 011222.3 passed: 7 to 0

e. *Safety: (Shannon Hillman)

None

f. *Diversity & Racial Equity: (Traci Terrance)
None.

7. School Leader Update: COVID Updates (Early Return-to-Work, Attendance and Status) & Professional Development Updates (Shannon Hillman)

COVID Updates: Early Return-to-Work, Attendance and Status

Shannon shared a COVID-19 Prevention For Families & Students Document with the most recent updates and additions. Updates are highlighted in pink and the changes include, but are not limited to: updates on vaccination requirements for all chaperones, students, staff members for Overnights; that Volunteers do NOT need to be tested to attend Field Studies (this aligns with the policies for other adults working with students) and more about the changes to the early return to work guidelines, attendance and more. Shannon shared that they are working to secure more N95 masks for the staff as the masks handed out by the State/County were faulty and they will be providing new ones.

A decision was made that all students participating in Overnights will need to be vaccinated. This decision was motivated by the fact that many of the cities that will be visited during the Four Cities trip are requiring vaccinations for participating in activities (visiting museums, going to dinner, etc.). This decision has impacted a handful of families who have chosen not to attend because of this.

<u>Professional Development Updates:</u> Starting next week with Ruth Turner who will be working with the staff on anti-racism and inclusion and the staff will be working on how to bring courageous conversations about race into the classrooms.

Outstanding Business

8. Board Retreat Reflection

The Board reflected on the Board Retreat that was held virtually on Saturday, January 8th from 9am-1pm. Board members in attendance at the retreat shared Deb led a great session full of deep conversations about our future and strategies for us as a Board.

New Business

9. Fundraising Presentation and Contract Approval - Dana Kimberly and Sarah Baker

Dana Kimberly and Sarah Baker from Danforth Development have prepared a contract for work to conduct a Capital Campaign Readiness Assessment and prepare a Development Plan for Genesee Community Charter School and gave a presentation (via Zoom) to the Board on their plan for this work. They have been working with the Flour City Facilities & Finance Committee to determine what the goals of fundraising would look like and it was acknowledged that this project has a very significant goal of \$8 million with a very aggressive timeline. However, as the group further their discussions and the idea evolved into having a transition plan that would include a lease rather than building a new building right away, that goal and timeline seem less daunting. Development plan organized by methodology to get GCCS going with annual funds. This would build a base for what the school needs to get going. Shared that other campaigns they've worked on during the pandemic have been very successful given the increased focus on education and how students and staff have risen to the challenges of operation during COVID. The campaign would keep the eye on education, not the current challenges which is why the case is strong for private gifts for education institutions. This is also connected to educational institutions' ability to maintain relationships with their donors. This is the Danforth Group's 20th year in business and they have worked with 85 different organizations over the years in three states, Canada and Africa during that time as well as having preview fundraising experience right here in the Rochester community.

Questions from the board included:

- How would they respond to criticism towards the fact that charter school's are able to privately fundraise when public schools cannot?
- What their plan of action would include for the next 3-6 months? This includes a Campaign Readiness Assessment, setting up a volunteer group and then finalizing the Development Plan.
- How do you/we work with potential donors who may have other values or their values don't align
 with the community of GCCS? That's alway tough to talk through and would certainly turn down a
 gift should that alignment not happen.
- How would the Danforth Group work with the RMSC's Advancement Team to ensure communication and no "double-asking" of donors? Through communication and trust building.
- Would the outreach for fundraising and to donors be just in Rochester, nationally, internationally?
 There is value in this but was shared that this type of outreach does take longer than working with just local donors.
- For clarification—they themselves are not fundraisers and cannot make the asks for gifts for us? Correct, they are not fundraisers, but are funding councils, and will do everything they can to put the pieces in place to make the actual asks for gifts happen.

Motion 011222.2

Upon motion of Michele Hannagan, and duly seconded by Kevin Sutherland, RESOLVED, that the contract with Danforth Development as presented for the period of January 18, 2022 – July 18, 2022 in the amount not to exceed \$36,000 be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Tasha Stevens, Kevin Sutherland. Jessica Wanner

Voting in the negative: None
Abstaining: Allison Shultes
Motion 011222.2 passed: 6 to 0

Open Forum

10. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 8:13pm. Michele announced that per an addendum on a Governor's communication the meetings can move back to a virtual meeting format beginning in February.

Future Agenda Topics:

• Snack Provided By: Traci

11. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

12. Review Actions and Agreements (Allison Shultes)

• Robin will review the Instructional Supplies variances

Motion 011222.4

Upon the motion of Michele Hannagan, and duly seconded by Mark Scheisser, RESOLVED, that the Board adjourn the January 12, 2022 meeting at 8:16pm.

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

Voting in the negative: None

Abstaining: None

Motion 011222.4 passed: 7 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/January 12, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes February 16, 2022

Via Zoom

<u>Board Members Present</u>: Michele Hannagan, Charlie Johnson, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Traci Terrance, Jessica Wanner

Board Members Absent: Elizabeth Pietrzykowski, Nathaniel Sheppard, Annemarie Wess

<u>Educational Governance Council Members Present</u>: Shannon Hillman, Becki Mason, Alexis Stubbe Educational Governance Council Absent:

<u>Guests:</u> Robin Blew, Maureen Milke, Jenna Morales, Melissa Conklin, Rahimah Wynn, Christine Farrell, Kemouy Bhalai

Legal Counsel Present: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:33pm. A quorum was present at the beginning of the meeting.

2. Greeting & Teacher Presentation: 3rd Grade Team

The 3rd Grade Team (Jenna & Melissa) led the Board in the greeting this evening that was an opening welcome called a "Waterfall". With the "Waterfall", they shared a prompt for Board Members to respond to in the chat. The prompt shared was "What is an artifact or object that is really important to you or something that is personal to them?" Board members were invited to share their answer in the chat and then organically share what they saw coming up from other members in the chat. Items and artifacts shared include: grandma's tea cup, a lucky penny, my girls, crystal, a wood stove, wedding band, a john deere tractor, guitar and more. This was chosen as the greeting tonight because it connects with the 3rd grade expedition called "Artifacts Tell a Story...Except when they don't".

Jenna and Melissa gave updates on all things about their 3rd graders' work on this expedition. This expedition began with a visit to the RMSC with a docent-led tour in which the docents (volunteer educators) explained how the artifacts on display told part of the story about the different cultures being represented in the Native Peoples' dioramas. Then the class had two quest speakers (another teacher and a guest from Ganondagan) who shared more about the culture of Native People they were able to live with-conversation shifted between the story objects themselves alone can tell and the way stories are different when they are told by the people who they belong to. An example of this shared was the Hiawatha Belt, which tells the story of the Haudenosaunee Nations coming together as a confederacy and how it wasn't until the students heard it's story from Mr. Logan from Ganondagan that they really got to understand the real meaning of the artifact. The expedition continued as students did more research based on what the guest speakers shared and then the students began bringing in their own artifacts to share. During this non-traditional show and tell, all the students did was just show the item and tell the class the name of the item and then the class had to guess, or infer, what the story is behind the artifact. After the class makes their inferences, the owner of the artifact has the chance to fill in the pieces of the stories and the details of what they couldn't learn from the artifact just by looking at it. One of the biggest "Shocks of Sharing"--was a rosary one of the students brought in which led to a great conversation about how what we think something is is based on our own culture and experiences, not necessarily from the culture of the person or people it belongs to. Students have also been reading a lot of text by Native authors, so the stories are being told by the people of that culture and that it's the stories they want shared about their culture.

The expedition continued with further exploration of artifacts from the school (school lunches) and what they mean to the class/GCCS and emphasizing that it's important for us to share the story. The class will also go back to the museum to explore another focused look at exhibit items (transportation/food/music, etc.) to see what else they would add to the Museum text. The students discovered a picture of a mask that they had learned from Mr. Logan said that was something the Haudenosaunee wanted to keep private and the students were really motivated to change this. The class generated a list of ways to change this and it included reaching out to Mr. Logan, talking to the school leaders, writing a letter to the president, etc. and the students are now broken up into Crews and each crew is taking on another action to hopefully make some of this change. The class was really excited and fired up to make a change and do something about this! Expedition night will be focusing on the visual arts with 2 rotations and 3 stations that will also showcase how far the group gets in their research and outreach and letters to impact the change.

Board members gave positive feedback to the 3rd grade team and celebrated this meaningful lesson and how important it is to learn about other cultures in a respectful and authentic way.

3. Review & Approve Monthly Minutes

Review and Approve January 12, 2022 Meeting Minutes

Motion 021622.1

Upon motion of Ryan O'Malley, and duly seconded by Tasha Stevens, RESOLVED, that the minutes of the January 12, 2022 meeting minutes of the GCCS Board be approved.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark

Schiesser, Allison Shultes, Tasha Stevens, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None Motion 021622.1 passed: 8 to 0

4. Financial Report: December Financial Update - Robin & Shannon

December 2021 Financial Update

Robin reported on the budget to actual review through December 31, 2021. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue:
 - Per Pupil Revenue: as of last billing with currently 214 enrolled students. Movement between districts is the reason for coming in slightly over budget.
 - Grants: Title I, II & IV: (Includes ESSER & ARP): at the time of budget we did not include ESSER and ARP which is why there is such a large variance.(Budget: \$38K vs. Actual:\$140K)
 - Income- Other: miscellaneous contributions and donations and rewards for a total around \$7K

Expenses:

- Food Service: running along well, additional early on expenditures that have been noted since the beginning of the year. Will be using this year to benchmark future adjustments to free and reduced lunch.
- Field Study: nothing to report for the month of December. However, the program is now back running so will see more movement in this line as the year goes on.
- Administration: salaries are aligned with budget as well as 10 month and administrative benefits.
- o Instruction: salaries include 2 long term substitutes which is driving this and the benefits higher as well.
- Professional Development: On track with budget.
- Supplies: This line has changed since the last meeting when a large variance was
 discovered. It was reviewed in the Finance Committee Meeting, some of those
 expenditures were reclassified to professional development, office supplies and other
 categories which have minimized the large variance reported last month.
 - COVID Technology/ESSER Cares: nothing to report.
- Operations: nothing new to report in this category.
 - Business Services:

- Printing & Copying:
- Transportation:
- COVID Expenses:
- Capital/ Facilities: There will be a variance in rent for this year, janitorial is now being paid in house; both of which we reported on last month.
- Total Expenditures: ~\$1.5million
- Surplus/Deficit: coming in higher than what we had anticipated at this point of the year.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

- Assets:
 - Cash on Hand: Due to the timing of certain cash flows from districts and grants, cash on hand was in the negative (-\$32K) very briefly in December and a small line of credit needed to be opened. Everything was paid on time and in full and there was very little interest on the line of credit. Robin and Maureen reported that things are back on track and the lack of cash on hand was due to large purchases made before we had grant money in hand and a delay from the districts in getting their payments in.
 - Investments: continue to do well.
 - Accounts receivable: nothing new to report.
 - Prepaid Expenses- Field Studies that were paid early
 - Total Assets: \$556K
- Liabilities:
 - Accounts Payable: nothing new to report.
 - o Equity:nothing new to report.
 - Net Assets: nothing new to report.
 - Board Designated Funds: nothing new to report.
 - o Net Income: \$750K
 - o Total Equity: \$123K
 - Total Liabilities & Equity:
- Investment Accounts Review: Overall investments are continuing to do really well and are up \$67K.
 - Vanguard: Statements are received quarterly. No new statement.
 - o Fidelity: Statements are received monthly.

Kevin Sutherland, Becki Mason, and Alexis Stubbe joined the meeting at this point

5. Committee Updates

a. Community Engagement: Updates (Jessica Wanner)

The Community Engagement Committee (CEC) has a meeting coming up later this month. Dana from Danforth Development had some feedback about how they could coordinate to do some fundraising efforts with the CEC.

- Discipline: (Nolica Murray-Fields)
 None.
- c. Nominating: Board Recruiting & Board Engagement/Sustainability Update (Michele Hannagan)

On behalf of Annemarie, Michele shared and level set with the Board to acknowledge that there has been a big ask for responsibility for the Board members at the current moment given all of the work being done for the replication and potential merger. She asked the Board to take some to to self-reflect on their role on the Board and shared that she had met with Dana from Danforth Development to discuss the Board's role in fundraising efforts for the new school. It was also shared and recognized that some Board members may have experience with this type of work and others may not which is why Michele sent a survey out to the Board to gauge the level of engagement and type of engagement that the Board members are drawn to or see themselves as. These 3 key roles are: oversight of programmatic/curriculum alignment with mission and vision and school operations, oversight of policies/fiduciary and governance, and an engaged ambassador/advocate role. This survey will help us determine where we need to go for recruitment efforts based on how current members seem themselves in these roles. Board members are asked to complete this survey in the next day or two to provide feedback on our current strengths and gifts represented on our Board for Michele and Dana to use to guide their recruitment efforts to fill those holes/gaps in representation.

Michele continued the conversation about how we can work to increase Board participation and engagement in meetings, on committees and in leadership roles. Discussion was had around how we need to welcome and encourage members to step into committee leadership roles, board leadership roles and how to we support others in feeling ready to step up into those positions which do require more time commitment and responsibility. The Board engaged in some dialogue around the conversation of encouraging new leadership on the Board and the challenges of the timeline for new people taking over those roles. There were comments and suggestions from the Board around this topic included:

- Expressing thoughts about the value of stability during the next year or so as the replication takes place
- the lack of structure as a potential barrier to participation in the leadership roles that doesn't help other members build skills (maybe mentoring next year's president)
- Beliefs that some new voices do need to be heard despite the transition
- some hesitancy that changes in leadership might threaten the approval of the SUNY Charter
- some concerns about the optics of adding an extra layer of change
- proposing the idea that the VP could move into the President role and create some new voices at the VP level to support that transition
- Proposing that more detailed "job descriptions" and expectations are developed for Members to review
- tactically thinking that in the short term there will be sensitive and time sensitive time in our process of the merger and someone with more experience can be valued in those instances

There was continued discussion about shared responsibilities and commitment to the work and a thank-you from Shannon to the work and commitment all Board members have shared in the last couple of years. Michele shared that she is willing to continue serving as the President if someone else is willing to step up as a mentee as the next President-elect. It was recommended by George to look at the officer standings and responsibilities to see if the language surrounding that position can be modified to draft something to put in the by-laws once the merger application is completed. The Board will continue to have further discussion about this topic to ensure we are thinking strategically about Board recruitment, engagement and sustainability.

Nolica Murray-Fields left the meeting.

- d. Personnel: (Michele Hannagan/Shannon Hillman)
 None
- e. *Safety: (Shannon Hillman) None
- f. *Diversity & Racial Equity: Updates (Traci Terrance)

Traci shared that the Diversity & Racial Equity team is going to take a trip to Boston to celebrate Black history. The group meets tomorrow to meet with Ruth Turner (who has been leading professional development with the group) to learn more from her. Meetings continue with meaningful conversations.

6.Leadership Update: Enrollment & Recruitment Updates, Merger Update - Rahimah Wynn/Shannon Hillman

Enrollment & Recruitment Updates

Rahimah shared that she has been working with a large number of people for this year's re-enrollment process and families are all receiving their packages this week during Student Led Conferences (SLC). March 18th is the absolute deadline for re-enrollment and Rahimah has be thoughtful and strategic in creating a variety of ways for those forms to be completed and turned in (in student folders, at the bus drop off/pick up, etc.) and that because of these efforts completed re-enrollment applications are trending earlier than ever before.

Rahimah also shared some updates on recruitment efforts for new students at both the River Campus and the Flour City Campus. Rahimah, Christine, and Kemouy have been going out into the community to different recruitment fairs (ABC has been holding them) and Good Schools Roc will be holding their fair later this month. It was shared that other childcare providers and community groups (i.e. lbero), are not

doing fairs but are willing to distribute informational fliers and we have been sending ours out with their families. They are also working with radio stations (WXXI, Odyssey Platform) and are in talkies with them to develop radio spots and are creating targeted display ads and streaming ads that can be targeted by zip code, geo-fencing, and keyword strategies. These types of ads will promote the upcoming Parent Info Sessions. An additional recruitment method will be sending direct fliers to the full list of RCSD PreK and Kindergarten students.

Recruitment Numbers So Far:

- 381 total applicants (243 GCCS and 138 Flour City) through Good Schools Roc
- 229 applicants this time last year through Good Schools Roc

Breakdown of the 381 applicants so far includes:

- 26 are Flour City English Language Learners ELL
- 47 River Campus ELL
- 203 River Campus Free and Reduced Lunch
- 46 River Campus IEP
- 332 in district
- 21 multiples approximately 6 sets

One of the biggest needs for recruitment that was identified is some type of branded swag/ freebie-give-aways. Currently GCCS does not have anything and many other schools at the fairs do. Kemouy is working on collecting samples from other schools to see what would be possible for GCCS.

Other Updates: - Shannon

Facilities:

Shannon gave some updates on the flood that happened in the school that resulted in the closing of school on Friday, 2/11. What was a small leak in the women's bathroom resulted in a broken pipe and a geysers of water that flooded into the main office areas and hallways and into the Kindergarten classroom a bit on the lower level. The pipe has been replaced and is entirely fixed and RMSC has resumed full responsibility. There has been a request to have the carpets shampooed to prevent any mold build up and RMSC will be doing this work next week first thing when GCCS is on February Recess.

GCCS only had one snow day built into the calendar this year and it was used on the previous Friday which means that we are now short a student day. Staff is in discussion on what other day (possibly a PD day or holiday day) would be good to add school. The emergency days identified are: April 15th (Good Friday) before Spring Break, the Friday before more Memorial, or Junteenth (June 19th) which is the last week of school. The staff is also considering doing a half student day or PD day, etc. and there are challenges with ensuring that nursing services are provided. The Board has been asked to share ideas and recommendations to Shannon via email.

Student Led Conferences (SLCs):

These SLCs started today and they have been held in person (unless the family needs different accommodations.). They are off to a great start and the overall vibe is that it feels great to have parents and families back in the building for them. The art teacher (Vanessa) had an idea to have a "Celebration Week" this week to bring a little joy into the building for this week that can be stressful for students—and the school community has had celebrations through Rainbow Day, Wacky Wednesday, Comfy Day, etc. Alexis shared the conferences this week have been a great way to witness connection between family, hear student voices and to see students prepare for Passage and she reflected that she was really proud of her students and proud and thankful for Vanessa and other new staff members to create new ideas and step into leadership roles in implementing them.

Merger Update:

Shannon reported that they have a meeting next week (Tuesday) with Susan and David of the NYS Board of Regents to discuss the merger. Shannon is both glad and anxious to hear from them as we haven't heard a lot from them about the merger. She is not sure what the content of the meeting will entail but has invited some other Board Members to attend. Additionally, Shannon had a call with SUNY recently and they have also not had any communication with the Board of Regents about the merger. Shannon will report back to SUNY after the meeting.

RCSD Led Transportation Changes:

RCSD is working to create a system for themselves around transportation that is consistent across the district (including charters) and are working to establish a two- tiered system to establish two times for schools to operate–either 7:30am-3pm or 9am-4pm. The New York Charter System is advocating for charters in the district to tell them which time they'd prefer (GCCS has picked 7:30-3pm). This change in the system may impact GCCS's early release on Wednesdays because the new system requires early pick up days/times to be the same time for all charters (which is on Fridays at other schools). GCCS still needs to determine if they are going with the early dismissal piece. Currently, this presents a lot more questions than answers but it is known that we are hoping to match times with Flour City and with ROC Sci should we choose to share space with them. George shared that the district has to provide transportation for all students and as is, can't dictate the schedule as long as it runs somewhat close to what others have but with this new system does not think that there is much wiggle room for alternatives due to the ongoing challenges of finding bus drivers facing all districts. There was a request from the Board to see the details of this information and new policy and how it will be rolled out for Charter School however, there does not need to be a Board decision on this as the policy is taking effect.

Outstanding Business

7. None.

New Business

8. None.

Open Forum

9. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 7:14pm.

Future Agenda Topics:

- School Director Transition Plan Presentation
- Community, Culture & Climate Data Sharing

10. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

11. Review Actions and Agreements (Allison Shultes)

 Board members will complete the survey that Michele sent out to share their feedback on how they view their role on the Board in the next day or two.

Motion 021622.2

Upon the motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the Board adjourn the February 16, 2022 meeting at 7:14pm.

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

Voting in the negative: None

Abstaining: None Motion 021622.2 passed: 8 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/February 16, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes March 9, 2022 | 5:30pm

Via Zoom

<u>Board Members Present</u>: Michele Hannagan, Charlie Johnson, Ryan O'Malley, Elizabeth Pietrzykowski, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Annemarie Wess, VACANT COMMUNITY SEAT

Board Member Arrivals During Meeting in Progress:

Annemarie Wess - arrived around 5:57pm, left around 6:33pm Kevin Sutherland - arrived around 6:07pm Tasha Stevens - arrived around 6:17pm

Board Members Absent: Nolica Murray Fields, Traci Terrance, Jessica Wanner, **Nathaniel Sheppard**

<u>Educational Governance Council Members Present</u>: Shannon Hillman, Becki Mason Educational Governance Council Absent: Alexis Stubbe

Guests: Robin Blew, Maureen Milke, Rahimah Wynn, Christine Farrell, Kemouy Bhalai

Legal Counsel Present: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:35pm. A quorum was not present at the beginning of the meeting.

2. Greeting & Teacher Presentation:

No presentation today due to a full agenda.

Michele welcomed and greeted the Board posing the question to members "What are you most looking forward to about spring?" Board members replied: sunshine, flowers on trees, baseball, trips out of state, the mud drying up, green grass, and trees.

3. Review & Approve Monthly Minutes

Review and Approve February 16, 2022 Meeting Minutes

Motion 030922.3

Upon motion of Michele Hannagan, and duly seconded by AnnMarie Wess, RESOLVED, that the minutes of the February 16, 2022 meeting minutes of the GCCS River Campus Board be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes,

Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None

Motion 030922.3 passed: 7 to 0

4. Financial Report: January Financial Update & Diverse First Contract Approval- Robin & Shannon

January 2022 Financial Update

Robin reported on the budget to actual review through January 31, 2022. Year to date comparison includes the following:

River Campus Budget to Actual Review:

Revenue:

- Per Pupil Revenue: Currently at 215 enrolled students, over budget at the moment due to movement between districts. Do not anticipate staying over budget by the end of the year, this will even out with RCSD reconciliation.
- Grants: Title I, II & IV: (Includes ESSER & ARP): New document to review with QuickBooks
 that tells us what we have spent money on. ESSER and ARP were never budgeted so there
 is a large variance in revenue streams. Most of the money has been spent across various
 categories (payroll, expenditures) and COVID-specific expenditures like air scrubbers,
 math intervention curriculum, etc., spent through ARP funds. Detail of these expenditures
 are available
- o Income- Other: nothing new to report

Expenses:

- Food Service: Very well, coming out of COVID and back in school again with more students participating in free and reduced lunch. Robin and Shannon will review this budget category for next year.
- Field Study: No field studies in January. Some payments from parents are trickling in for previous programs. Not over budget to where we thought we would be at this point in the year. Scholarships are part of this as well.
- Administration:
- o Instruction:
- Professional Development:
- Supplies: Back in line with the budget thanks to shifting some expenditures to grant expenditures.
 - COVID Technology/ESSER Cares: nothing to report.
- Operations: nothing new to report in this category.
 - Business Services: move some expenditures for grant or professional development
 - Printing & Copying:
 - Transportation:
 - COVID Expenses:
- Capital/ Facilities: Going to show that we are over budget for rent (at time of budget didn't know rent costs); does include note about the 2021 bill from RMSC and it has been paid in 2021. This expenditure was not on books last year for audit so will be reflected this year.
- Total Expenditures:
- Surplus/Deficit: Actual surplus is \$97,742 vs. Budgeted \$93,244. This shows that we are overall on a good plan and reflecting actuals.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

Assets:

- Cash on Hand: Nothing new to report, districts are behind on billing.
- o Investments: nothing new to report.
- o Accounts receivable: nothing new to report.
- Prepaid Expenses: nothing new to report.
- Total Assets: nothing new to report.

Liabilities:

- Accounts Payable: nothing new to report.
- Equity: nothing new to report.
- Net Assets: nothing new to report.
- Board Designated Funds: nothing new to report.
- Net Income: nothing new to report.
- Total Equity: nothing new to report.
- Total Liabilities & Equity: nothing new to report.
- Investment Accounts Review: Overall investments are continuing to do really well and are up \$67K from last fiscal year.
 - o Vanguard: Statements are received quarterly. Will get a new report next month.
 - Fidelity: Statements are received monthly, going down a little bit to where we were at the end of December.

<u>Diverse First Contract Approval</u>: -Kemouy

Kemouy shared that we received the contract from Diverse First LLC., and staff and leadership have been exploring how they want to utilize this contract. Pre-screening and recruitment efforts have been identified

as the key priorities for the work with Jerris. The price is \$2500 per referral we hire and it is recommended we begin with 6 positions, asking for \$15,000 to get started. Overall we are looking for 14 positions across both campuses so this would get moving towards a half diverse staff. 50% of staff that we're hiding are from the BIPOC community—the goal this year is that the demographics of the staff reflect the student population. The leadership team has a robust conversation about this and about how we diversify across both campuses—not just the Flour City campus. They have also been talking with internal candidates about shifting to either the other new campus or to new grade levels in order to open up opportunities for diversifying the River Campus as well.

Board members had some questions about the statistical number of 50% and what it would mean if we reach that number—will we stop recruiting once we hit that goal? The 50% number is a goal and it won't stop when reached. There was a follow-up question about how this goal for recruitment can be reflected in the Board as well. There was discussion about how the Board could draft something (a resolution) that would formalize the Board's commitment to this goal for Board recruitment of diverse candidates.

Motion 030922.1

Upon motion of Allison Shultes, and duly seconded by Mark Schiesser, RESOLVED, that the with Diverse First LLC, for recruitment services of diverse staff members be approved as presented.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes,

Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None **Motion 030922.1 passed:** 7 to 0

5. Committee Updates

- a. Community Engagement: (Jessica Wanner)
 None.
 - Discipline: (Nolica Murray-Fields)
 None.
 - c. Nominating: Board Recruiting (April 12) & Board Engagement/Sustainability Update (Michele Hannagan)

Michele reminded the board that she sent an email out from Deb Hamner to send out this communication to interested community candidates from within our own personal networks. There will be a recruiting invite on Tuesday, April 12 at 5pm in the Ballroom of the Eisenhart building on the RMSC campus. Deb Hamner is handling the invitations to this event.

Michele continued the conversation from last month's meeting about Board sustainability and encouraging others to step into leadership roles. Michele has shared that she is willing to continue should someone else step up into a President-elect role. AnneMarie echoed those sentiments and would be willing to mentor someone in her role as Vice President as well.

d. **Personnel: Long Term Substitute Contract Change Approvals** (Michele Hannagan/Shannon Hillman)

Shannon shared that there is a staff member who will need to be out for a long term absence, approximately a month. The current building substitute fits that need really well (subject matter wise) and would like to shift her contract to this position. Last monday (February 28th) she began in this long-term substitute position and would like to retroactively pay her for that time and would then shift her back to building substitute position after the leave is up for the other staff member.

Motion 030922.2

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, to approve the long term substitute contract for Amanda Petralla Crist including retroactively pay from February 28, 2022 through the end of the long term substitute time frame.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes,

Tasha Stevens, Kevin Sutherland, Annemarie Wess

Voting in the negative: None

Abstaining: None **Motion 030922.2 passed:** 7 to 0

e. *Safety: (Shannon Hillman)

None

f. *Diversity & Racial Equity: Updates (Shannon Hillman/Traci Terrance)

Shannon shared that the Diversity & Racial Equity team is going on an overnight trip to Boston to do some work around the American Revolution from the Indigenous and BIPOC perspectives. This trip will share information and ideas for the upcoming GCCS staff and student trip to Boston later in the year.

6.Leadership Update: Mask & COVID Guideline Updates, Arrival/Dismissal Updates - Shannon Hillman

Mask & COVID Guidelines Updates

Shannon reminded the Board that there is a document of updated guidelines about COVID in the Shared Folder. Masks are no longer required by the State, but determined by the school and masks are now optional at GCCS. This also impacted guidelines about rapid testing and social distancing. These policy changes were rolled out to families and students. Shannon reported that students and staff have expressed a sense of relief in being given the option. There was some initial confusion from a few families, but there is a growing comfort level with the new policy. The only time masks are required is after exposure in a classroom—at that point, the entire class is required to wear masks for 10 days. An internal shift in testing happened in regards to when classes go on overnights. It was 72 hours beforehand, but is now 5 days prior to the trip so anyone who tests positive can still attend after the end of their 5-day quarantine.

Arrival/Dismissal Updates:

Shannon gave updates on the RCSD transportation change that was shared with the Board at the last meeting. They still don't know the timeline, but what is known is that it will be a 7:30am drop-off and 3:30pm sharp pick-up. Staff and the leadership team have thought this through and are leaning towards the day starting at 7:45am and ending at 2:45pm, shifting the day by 15 minutes and not changing the length of the day or disrupting schedules for staff or families. Staff and leadership are going to keep problem solving about keeping their professional development day on Wednesday (vs. Friday), but keep the buses going on a regular schedule and create afterschool programs from 1-3:30pm on those days.

Outstanding Business

7. None.

New Business

8. None.

Open Forum

9. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 6:34 pm.

Charlie had a comment about the poor quality of the screen in the Eisenhart Auditorium and the big rip across it. It was shared that he would like to see it replaced. However, Shannon shared that screen may belong to the RMSC and a further conversation will be needed with them. Elizabeth will share it back to the RMSC.

Future Agenda Topics:

- School Director Transition Plan Presentation
- Community, Culture & Climate Data Sharing

10. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

11. Review Actions and Agreements (Allison Shultes)

- Charlie will connect with Annmarie to kick start the Board resolution recognizing commitment for diverse board member recruitment
- Elizabeth will bring concerns about the Eisenhart screen back to the RMSC.

Motion 030922.4

Upon the motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that the Board adjourn the March 9, 2022 meeting at 6:39 pm.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes,

Tasha Stevens, Kevin Sutherland **Voting in the negative**: None

Abstaining: None **Motion 030922.4 passed:** 6 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/March 9, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes April 13, 2022 | 5:30pm

Cunningham House Studio, RMSC

Board Members Present: Michele Hannagan, **Charlie Johnson**, Nolica Murray-Fields, Ryan O'Malley, **Elizabeth Pietrzykowski, Nathaniel Sheppard (Remote)**, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, **VACANT COMMUNITY SEAT**

Board Member Arrivals During Meeting in Progress: Annemarie Wess (Remote)

Board Members Absent: Mark Schiesser

Educational Governance Council Members Present: Shannon Hillman, Alexis Stubbe

Educational Governance Council Absent: Becki Mason

<u>Guests:</u> Robin Blew, Maureen Milke (remote), Christine Farrell, Kemouy Bhalai (remote), Jean Hurst & Rachel Cruise, Kristin Small (remote)

Legal Counsel Present: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

1. Welcome, Call to Order, Agenda Overview:

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

2. Greeting & Teacher Presentation: Intervention & Special Education Team

Jean Hurst & Rachel Cruise welcomed the Board in a greeting this evening with an activity that involved hand-eye coordination and singing. It was a hand pattern game with song lyrics "I'm Alive, Awake, Alert, Enthusiastic" with hand motions for each word. The activity brought energy and smiles and "woke us up"! Board members then went around the room and introduced themselves, sharing personal stories and thoughts on what challenges they faced when they were in school. Board members shared challenges from: math and needing extra help, anxiety, balancing workload, finding teachers that supported them, just being interested, test taking, making friends and changing schools, listening, motivation, self-advocating, art & creative outlets, science, social studies, memorizing facts, being social, etc.

This greeting transitioned well into the teacher presentation from Jean and Rachel about the work they do in regards to academic intervention and special education at GCCS. They are both part of the larger intervention team and it was shared that the growth of that team in the last few years has made a huge difference at the school. This team includes restorative practice coaches, social workers, and the academic intervention specialists.

Academic intervention at GCCS is approached in 3 tiers:

- 1. Strong classroom instruction
- 2. Modifications within the classroom to meet individual student needs
- 3. Small group instruction by the intervention team to work in smaller groups or one-on-one Students that receive intervention are based on classroom teacher meetings in which they share which students are not responding, assessment is then made of students, and an individualized instruction goal and model is developed and implemented for students. Individualized instruction is really dependent on the unique needs of each student and targeted approaches to accelerate the process so this isn't a life long process for the student. Different programs are used for different subjects—i.e. for math the *Bridges* program is used. Jean and Rachel divide up the grade levels as needed and have been aware that students at all grade levels (especially coming out of the pandemic) have unique needs. They also shared how they check-in on students throughout the year and showed a timeline with the "bands" of content (early partial to late consolidated) and checkpoints. As progress is made and that is recognized, less intervention is

given but those students are monitored throughout the week as they progress. Jean and Rachel shared a sample of i-Ready data of a student that had gone through an intervention and how the process correlates to results. Data from another sample student demonstrates a chart outlining a weekly goal of reading 75 high-frequency words a week and tracking it regularly.

When students are making progress and still not "closing that gap" (Tier 3 Intervention hasn't been quite enough) they are referred to CSE to determine if they are eligible to receive additional special education services (OT, speech therapy, etc.).

Goals for next school year include:

- Embedding academic intervention time into grade level schedules (30 min per day per grade level)
- Continue to improve tracking and monitoring of who receives services and for how long
- Professional development for all teachers (culturally responsive instruction practices to support students)
- Support new systems and interventions at Flour City Campus

Jean and Rachel shared a lot of thanks to Shannon and the GCCS Community for their support during the ongoing pandemic. Questions from the Board included questions about: availability of resources for students (and parents!) during the summer, about the goals of a plan like this (to catch a student up to their current grade level so they are ending a year on target), addressing a perceived "stigma" of being pulled from class and ways to overcome that including conversations about neuro-diversity and how all of our brains work differently, how do you account for students struggling with matters that have to do with social/behaviors/emotions rather than academic challenges, what the bridge between GCCS and the students next school looks like, etc.

3. Review & Approve Monthly Minutes

Review and Approve March 9, 2022 Meeting Minutes

Motion 041322.1

Upon motion of Traci Terrance, and duly seconded by Michele Hannagan, RESOLVED, that the minutes of the March 9, 2022 meeting minutes of the GCCS River Campus Board be approved.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None **Motion 041322.1 passed:** 9 to 0

4. Financial Report: February Financial Update & Revisit Board Designated Funds for Growth- Robin, Kevin & Shannon

February 2022 Financial Update

Robin reported on the budget to actual review through February 28, 2022. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue:
 - Per Pupil Revenue: Enrollment is running right along, variance is subject to end of year reconciliation with RCSD, totaling \$1,973,657.
 - o Grants: Title I, II & IV (Includes ESSER & ARP): ESSER and ARP were not included in the original budget which is why that variance is bigger. Title is ∼\$58K.
 - o Income-Other:
- Expenses:
 - Food Service: Free and reduced portion is a bit higher than in year past (revenue reimbursed is \$61k); will review this during budget season to accommodate for this increase. Parent contributions have returned to pre-COVID levels.
 - Field Study: \$14K, anticipated ~\$24K. Final numbers will be based on timings of field studies and available scholarships for that program.
 - Administration: Nothing new to report.
 - o Instruction: Nothing new to report.

- Professional Development: Nothing new to report.
- Supplies: Nothing new to report.
 - COVID Technology/ESSER Cares: Nothing new to report.
- Operations: Nothing new to report.
 - Business Services: Bills to pay for Breakthrough Leadership and other assessments (Joe Curry from LaBella) payments
 - Printing & Copying: Nothing new to report.
 - Transportation: Nothing new to report.
 - COVID Expenses: Nothing new to report.
- Capital/ Facilities: Rent is a bit under budgeted, janitorial services are higher since taking those on independently from RMSC.
- Surplus/Deficit: Actual surplus is \$88,130 vs. Budgeted \$80,295. Budget is looking really good at this point in the year and in comparison to where we were at this point last year.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

Assets:

- Cash on Hand: -\$28,790 vs. \$352,456 last year; this variance is due to the Flour City Grant not coming in yet. We did dip into the line of credit and pulled the surplus the board approved last year to accommodate for this.
- Investments: are up ~\$200K from last year at this time
- Total Cash & Investments: \$1,350,419 vs. \$1,578,138
- Accounts receivable: This is what is due from the districts still which is ~\$205,323.
- o Prepaid Expenses:
- o Total Assets: \$556K vs. last year \$693K

Liabilities:

- Accounts Payable: bills that we owe-these are paid on time
- o Equity: Nothing new to report.
- Net Assets:Nothing new to report.
- Board Designated Funds: Nothing new to report.
- Net Income: Nothing new to report.
- Total Equity: Nothing new to report.
- o Total Liabilities & Equity: \$88,131
- Investment Accounts Review:
 - Vanguard: Statements are received quarterly. From the March 2022 report, the account is lower than where we were at this point last year. (\$353,878 vs. \$553,556)
 - o Fidelity: Statements are received monthly. Robin will track this down and share it ASAP.

5. Committee Updates

- a. **Community Engagement:** (Jessica Wanner) None.
- b. **Discipline:** (Nolica Murray-Fields) None.
- c. Nominating: May Meeting Reminder & Nominations for Officers (Annemarie Wess)

Annemarie shared that as the year is coming to an end it is time to think about the nomination process for next year's officers. It has been requested that we come to next month's meeting with names/nominations for officer positions and committee chair positions as well.

d. **Personnel: Payscale Approval, Hiring Updates, Staff Approvals** (Michele Hannagan/Shannon Hillman)

Payscale Approval

This scale was developed after a leadership retreat that included Shannon, Rahimah, Christine, and Kemouy. The team evaluated other districts in the area (Irondequoit, Gates, Brighton, etc...all over!). At these other districts they have pay scales/steps that were based on number of years of experience, educational degrees, and additional certifications. A new scale was developed for both teacher and teacher assistants (TAs). TA positions were harder to scale as the range of responsibilities for the position varied more and GCCS wanted teaching assistants to be able to come in at any entry level (high school,

master's, post-retirement with lots of certifications, etc.) and be competitive with RCSD pay rates. Questions from the Board included: how to accommodate those "unicorn" teachers who drop in and may ask for more as this scale is noted as being a guide which establishes ranges, how does this scale impact teachers that are already in place (they have already had an increase so these are in line), what does multicertifications mean for GCCS as a charter school –how the additional experience in other fields (literacy, special education, etc.) in addition to general education is a really valuable resource.

Motion 041322.2

Upon motion of MIchele Hannagan and duly seconded by Jessica Wanner, RESOLVED, to approve the Genesee Community Charter School Entry Level Salary Scale as presented.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.2 passed: 9 to 0

Hiring Updates:

Kemouy shared that there are two long term subs in the building (Liliana Villanueva and Allison Carlson) who are currently covering Kindergarten and 2nd grade openings. Both applied for open positions, did the pre-screening, interview, and submitted to a demo lesson (just like they were external candidates) for Kindergarten classroom teacher positions. Kemouy would like to offer them both the full time classroom teacher positions – with Allison joining Liliana in the Kindergarten classroom. These are both 10 month positions.

Staff Approvals:

Motion 041322.3

Upon motion of Michele Hannagan and duly seconded by Jessica Wanner, RESOLVED, to approve Lilliana Villanueva for a classroom teacher position for the 2022-2023 school year at the annual 10-month salary of \$48,000.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.3 passed: 9 to 0

Motion 041322.4

Upon motion of Michele Hannagan and duly seconded by Ryan O'Malley, RESOLVED, to approve Allison Carlson for the classroom teacher position for the 2022-2023 school year at the annual 10 month salary of \$48.000.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.4 passed: 9 to 0

There was discussion amongst the Board about how the work with Jeris to recruit candidates of color was going so far—there have been fewer candidates than they had hoped for but he is working on pre-screening and giving weekly reports to Kemouy and Christine. It was re-iterated by the leadership team that hiring teachers of color is a top priority and the group is being very mindful about the process in regards to both recruitment and retention.

- e. *Safety: (Shannon Hillman)
- f. *Diversity & Racial Equity: (Shannon Hillman/Traci Terrance) None.

6. Leadership Update: School Director Transition Plan Presentation and EL Education Mid-Year Review Summary - Shannon Hillman & Kemouy Bhalai

School Director Transition Plan:

There is a detailed transition plan in the Google Drive for the Board to review. The Personnel Committee worked with the leadership team on this and it is well detailed, comprehensive and task oriented to reach the end of responsibility release to both Kemouy and Christine.

Kemouy's plan is focused on different stakeholders and how they build culture, community and relationships. The goal of this is to gain commonalities, themes and getting information from staff and families. The work also reflects collaborative discussions with leadership about structures and systems to implement and bring multiple voices and perspectives into play. Next steps include an entry plan for next year and to have some coaching from Deb Hamner, work with Rahimah on family connections and a deeper dive into logistics and systems for next year. Kemouy shared that she is very task oriented and is working on her acceptance of things remaining un-done and moving forward. She feels like she is where she is supposed to be and feels really supported by the team.

Note: Nolica Murray-Fields left the meeting at 7:20pm and returned at 7:33pm.

EL Education Mid-Year Review Summary:

EL Education does this review with GCCS taking all of the culture and climate data collected. It culminates in a mid-year review/report and shares recommendations for next steps based on data. The recommendations are driven to keep the school on track for EL best practices.

EL is very supportive in the conversations so far. The data is from classroom walk-throughs using the EL rubric, i-Ready data, community survey results, crew walk-throughs, and incident reports. Seeing growth in mastery of knowledge and skills in math across the sub groups of students—these gains are important elements of school. One of the data points was about how we make students of color feel welcome at GCCS and the results are showing that we are seeing a gain. There will be a follow up survey to better understand why these students, staff and families are reporting this sense of belonging. 93.7% of students feel like they belong at GCCS which is a slight increase from last year. Student incident report data trends are being worked through so teachers can be supported—especially in lower grades as some students consistently display big behaviors. 95% of students participated in Student Led Conferences and reflected growth in engagement. Recommendations for mid year review: Mastery of knowledge and skills—continue to review intervention systems and team and increasing conversation between in classroom teachers and the RTI team. They will also review iReady data and work on determining other measures for student belonging.

Questions from the Board: on page 3 question there was a large percentage of 43% which is a large variance but was a few students that skewed the data, under restorative justice 62% families feel informed of decisions which seems like a low number—this may come from what level and amount of incidents are reported back to parents.

Outstanding Business

7. Officer "Job Descriptions" - Michele

This document has been put in the Shared Google Drive and Board members are invited to review this in advance of the officer nominations at next month's meeting.

New Business

8. April 12th Recruiting Event Debrief & Discussion - Michele

Michele reported that it was successful and several folks came. Talked about what the board is and a good amount of engagement, lots of questions and conversation. One of the things asked was the application process and how many spots do we have. People can serve on committees without being on the board. Shannon already received a letter and resume from someone from the event. Shannon, Michele, Annemarie will meet with Deb to determine next steps.

9. May Meeting Reminder: Susan Gibbons in attendance, Interview Ahead, Board Only - Michele

Susan Gibbons from the Charter School Office will be at next month's meeting and requested the Board be present at 4:30pm for discussion. Please do your best to attend the meeting.

10. 2022-2023 GCCS River Campus School Year Calendar Approval

Differences for this school year are all based on the changes to RCSCD's transportation. GCCS River Campus has been assigned to the early tier of 7:30am arrival and 3:00pm dismissal and will create 15 minute windows for arrival to keep instruction time the same. The other big shift in order to keep an early dismissal day and have transportation is to shift the early dismissal day from Wednesday to Fridays. This will mean Professional Development time is reduced to 3 hours but the staff is working through it and discussing options for after school programming.

In the calendar as presented it states the 4 days that GCCS will NOT be providing bussing—the leadership team has been discussing financial, student, and family impact on having transportation available or not and its impact on attendance, etc. With a ~\$10,000 expense we could revise this (with budget work and approval) to provide transportation on those days and amend the calendar as needed. There was Board discussion on how this reflects differences in equity vs. equality amongst students and families and it will be important to get data on this from families.

Motion 041322.5

Upon motion of MIchele Hannagan, and duly seconded by Traci Terrance, RESOLVED, to approve the draft GCCS River Campus School Year Calendar for the 2022-2023 school year as presented.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Annemarie Wess (Remote)

Voting in the negative: Jessica Wanner

Abstaining: None Motion 041322.5 passed: 8 to 1

Open Forum

11. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 7:46 pm.

Future Agenda Topics:

- SEL Presentation
- Budget Approval for 2022-2023 School Year
- Board Meeting Calendar for 2022-2023

12. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

13. Review Actions and Agreements (Allison Shultes)

Motion 041322.8

Upon the motion of Michele Hannagan, and duly seconded by Nolica Murray-Fields, RESOLVED, that the Board adjourn the April 13, 2022 meeting at 7:46 pm.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Allison Shultes, Tasha Stevens, Kevin Sutherland (Remote), Traci Terrance, Jessica Wanner, Annemarie Wess (Remote)

Voting in the negative: None

Abstaining: None

Motion 041322.8 passed: 9 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/April 13, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes
May 11, 2022 | 5:30pm

Cunningham House Studio, RMSC

<u>Board Members Present</u>: Michele Hannagan, Charlie Johnson, Nolica Murray-Fields, Ryan O'Malley, <u>Elizabeth Pietrzykowski</u>, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, <u>VACANT COMMUNITY SEAT</u>

Board Member Arrivals/Departures During Meeting in Progress: Nolica Murray-Fields at 7:00pm, returned at 7:23pm; Mark Scheisser at 7:35pm; **Elizabeth P.** at 8:15pm;

Board Members Absent: Nathaniel Sheppard, Traci Terrance, Annemarie Wess (Remote)

<u>Educational Governance Council Members Present</u>: Shannon Hillman, Becki Mason, Alexis Stubbe

Educational Governance Council Absent:

Guests: Robin Blew, Maureen Milke, Kemouy Bhalai, Kyle Skovira, Lauren Grimm

<u>Legal Counsel Present:</u> George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 6:01 pm. A quorum was present at the beginning of the meeting. The meeting this evening started late due to the focus group meeting with the Charter representatives from NYSED.

2. Greeting & Teacher Presentation: Intervention & Special Education Team

Kyle Skovira (Restorative Practice Coach & Lauren Grimm (Social Worker) welcomed the Board in a greeting this evening with a "Grounding Exercise" to help the group center themselves in this space and at this moment. Kyle talked the Board through deep breathing, releasing tension spots, and gathering our body and minds together.

This greeting transitioned well into Kyle and Lauren's presentation on SEL (Social Emotional Learning) and Emotion Regulation Intervention. They opened the conversation with a question they are working through with the entire GCCS Community and that they discussed with the staff last week: What does an anti-racist and fully inclusive and multi-cultural GCCS look like, sound like and feel like? Answers include: taking a weight off students shoulders (not having to teach their teachers, peers, etc.), giving time to process, feeling okay to ask questions, an environment of trust, recognizing and acknowledging that people have different perspectives, cultural humility & cultural competency, willing to learn and being open to the journey, it looks like challenging, being comfortable with being uncomfortable, intentionally examining systems of oppression, examining the culture and systems of the school and "who does it serve?", celebrating authentic self and identity, student empowerment, curriculum examination.... This document will be a living document that can be added to and will be used as part of a vision statement creation process by finding similarities from documents made by all stakeholders. The team has been working with C3 and

in professional development about the power of language to set the environment up for success (i.e. saying this is a "Brave Space" vs. a "Safe Space".

The statistics around students with emotional and mental needs have shifted dramatically-before the pandemic 12% needed support vs. now 80% do. Kyle and Lauren shared how they have been innovative in their support for the students at GCCS by pushing into classrooms more and supporting teachers to have the resources they need. The 5th grade class had a big moment of conflict this year that needed an intervention based on social needs and changes that had been bubbling up since 3rd grade that went unresolved and resurfaced once they were back in the classroom together. Did a lot of work discussing identity and classroom culture and created trust in the students through a focus on community building for that classroom specifically. This intervention, and collaboration with PERI, they have been able to facilitate CREW, build more meaning circles and provide effective language and tools for students. Kyle and Lauren shared that having more time to share, mentor, and model their practices with teachers has been helpful and effective but there are still barriers to a sense of belonging for certain students, especially black boys, and they are looking forward to getting all staff to feel empowered and equipped in their own skills and journey. Next steps are looking at staff modeling in a small group setting and empowering teachers to manage more Tier 1 and Tier 2 level incidents in the classrooms.

There was discussion on addressing challenges of structures and bringing families into the solution as well. The team reflected on how the dynamics of their office has shifted over the course of the year–from students in and out all of the time with no way to process to now having a handful of students pop in regularly throughout the week with tools and a space to process their needs. Additional discussion was had about how we support teachers who are engaged and not just complying. Questions from the Board included:

- Is this the new normal? No, there is a pre and post-pandemic normal, this is what we have now.
- What challenges students are presenting include: anxiety, depression, struggling to be able to communicate what they are feeling, social media pressures, challenges in building relationships and friendships and regulation of responses to big or small problems.
- How do they envision the challenges of next year with a new school? Emphasis on building relationships will be an essential piece next year.
- Are there grants or funding opportunities that would support growth of the SEL Team?
 What would the dream team look like? A School Psychologist, working with the Center for Youth, etc. additional supports, hiring outside consultants, etc.

3. Review & Approve Monthly Minutes

Review and Approve April 13, 2022 Meeting Minutes

Motion 051122.1

Upon motion of Michele Hannagan, and duly seconded by Tasha Stevens RESOLVED, that the minutes of the April 13, 2022 meeting minutes of the GCCS River Campus Board be approved.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 051122.1 passed: 8 to 0

4. Financial Report: March Financial Update Robin, Kevin, Shannon

March 2022 Financial Update

Robin reported on the budget to actual review through March 31, 2022. Year to date comparison includes the following:

River Campus Budget to Actual Review:

• Revenue:

- Per Pupil Revenue: Enrollment is running right along, variance is subject to end of year reconciliation with RCSD, totaling \$3,025,485.
- Grants: Title I, II & IV (Includes ESSER & ARP): ESSER and ARP revenue was received in the month of March. (Expenditures had been previously reflected.)
- Income- Other:

Expenses:

- Food Service: Nothing new to report.
- Field Study: Big field study in March and nothing is owed, we're caught up.
- Administration: Nothing new to report.
- Instruction: Nothing new to report. One staff member is still out on maternity leave.
- o Professional Development: Nothing new to report.
- Supplies: Nothing new to report.
 - COVID Technology/ESSER Cares: Nothing new to report.
- Operations: Nothing new to report.
 - Business Services: Nothing new to report.
 - Printing & Copying: Nothing new to report.
 - Transportation: Nothing new to report.
 - COVID Expenses: Nothing new to report.
- Capital/ Facilities: Rent is a bit under budgeted, janitorial services are higher since taking those on independently from RMSC.
- Surplus/Deficit: Coming in at a deficit of ~\$18,000 vs. budgeted deficit of \$38,920. May still need to pay back RCSD based on FTE at the end of year.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

Assets:

- Cash on Hand: using a bit of credit to fund Flour City; CSP grant funds have still not come in yet. This has been looked into and it is not just our school but many other schools.
- Investments:
- Total Cash & Investments: \$1,409,000 vs. \$1,779,937
- Accounts receivable: This is what is due from the districts still which is ~\$344,294
- Prepaid Expenses:
- Total Assets: \$556K vs. last year \$693K.

Liabilities:

- Accounts Payable: bills that we owe ~\$61K, these will be paid on time.
- o Equity: Nothing new to report.
- Net Assets:Nothing new to report.
- Board Designated Funds: Nothing new to report.
- Net Income: Nothing new to report.
- Total Equity: Nothing new to report.
- Total Liabilities & Equity: \$1,905,812 vs. 2021 \$2,131,746

• Investment Accounts Review:

- Vanguard: Statements are received quarterly. From the March 2022 report, the account is lower than where we were at this point last year. (\$353,878 vs. \$553,556 in 2021)
- Fidelity: Statements are received monthly. From the March 2022 report, the account is slightly lower than where we were at this point last year. (\$709,817 vs. \$725,024 in 2021)
- Withdrew \$214,886 in March 2022 to cover bills. The Board is going to follow up with the Flower City Board on getting the CSP grant funding in hand.

5. Committee Updates

a. **Community Engagement:** (Jessica Wanner) None.

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

None.

- c. Nominating: * See Item #7 below* (Annemarie Wess)
- d. **Personnel: Hiring & Recruitment, Organization Chart Progress** (Michele Hannagan/Kemouy Bhalai/Shannon Hillman)

Hiring & Recruitment Updates

Kemouy shared that she presented an offer to a candidate named Ebony Edwards and she has accepted. She is a woman of color, has been in education since 2014 with 6+ years of experience, international teaching experience and is coming from another local charter school. She expressed that GCCS is what she is looking for and is excited that she is to join the team. She found us through Recruitfront and while we have gotten recommendations from Diverse First (Jeris) no one we have liked yet.

Motion 051122.2

Upon motion of Michele Hannagan and duly seconded by Jess Wanner, RESOLVED, to approve Ebony Edwards for a classroom teacher position for the 2022-2023 school year at the annual 10-month salary of \$57,000.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison

Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 051122.2 passed: 7 to 0

Organization Chart Progress

Shannon presented an org-chart that outlines how the organization of the River Campus is currently for this school year and next. Shannon shared that she sent this to Susan and the Charter reviewers (NYSED) prior to their visit today. Shannon shared it and emphasized that this is an important year of growth (including assistant school leaders) and has been working on doing research with human resources support and Heveron to better understand how two schools would impact staff benefits, retirement, etc. This conversation was in line with the discussion had with Susan about how to split staff salaries and time and was a helpful review for the Board to understand both the current organization and the goals for the school next year. It was shared that they wanted to be really intentional about titles for staff members to help indicate who does what. It was decided that the Personnel Committee will support in reviewing if staff need new job descriptions or financial compensation based on title changes.

e. *Safety: (Shannon Hillman)

None

f. *Diversity & Racial Equity: (Traci Terrance/ Shannon Hillman)
None

6. Leadership Update: Culture & Climate Update, NYS Testing Update, RMSC Lease Update- *Shannon Hillman & Kemouy Bhalai*

Culture & Climate Update:

This will be reviewed at the June meeting.

NYS Testing Update:

This will be reviewed at the June meeting.

<u>RMSC Lease Update</u>: Rent negotiations with the RMSC are underway and RMSC is aware that this is a timely matter for GCCS. The request is for GCCS to use the RMSC Preschool spaces that will be vacant at the end of this school year for Administrative spaces and offices/rooms for SEL team needs. It was expressed to RMSC that the current price per square foot for the increased space is pushing GCCS's finances.

Outstanding Business

7. Nominations for Board Officers, Succession Planning with BreakThrough Leadership Proposal, Preliminary Committee Assignments- Annemarie Wess

Nominations for Board Officers:

This will be moved to the June meeting. Michele will follow up with Annemarie.

Succession Planning with BreakThrough Leadership Proposal:

The Board discussed continuing to work with Deb Hamner and BreakThrough Leadership. Board members were encouraged to bring forward new ideas and proposals in the near future to make sure we are keeping on track with our work.

<u>Preliminary Committee Assignments:</u> This document was shared through the Google Drive for Board members to review and reflect on what committees that would be interested in serving on next year.

New Business

8. Approval of Board Meeting Calendar for 2022-2023 School Year - Michele

Discussion was had with the Board about the proposed dates—which includes dates on the 2nd and 3rd Wednesdays of the month. This back-and-forth of weeks helps Board members who have other commitments be able to attend more meetings.

Motion 051122.3

Upon motion of Allison Shultes, and duly seconded by Jess Wanner, RESOLVED, to approve the draft GCCS River Campus Board Meeting Calendar for the 2022-2023 school year as presented.

Voting in the affirmative: Michele Hannagan, Nolica Murray-Fields, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 051122.3 passed: 8 to 0

9. GCCS River Campus 2022-2023 School Budget Review & Approval - Shannon

The numbers at the bottom of the sheet are not necessarily correct, it doesn't shake out to zero at the bottom, but the other numbers are generally correct. The sheet includes pre-pandemic up to current and into next year. This year the student count was kept around 215, the next year was brought up to 216 as a more realistic number. Shannon reviewed the allocations in each line compared to this year for next year's numbers.

Shannon reviewed salaries and shared that it was imperative for staff to get a significant increase this year. The budget reflects this increase and demonstrates the amount coming from Flour City to support salaries (\$265K). From last year to this year the difference is \sim 120K less than anticipated because of the Flour City reimbursement. Increases are on a 5 point scale (2% for highest paid employees up to a 4% raise for the lowest paid employees) and includes an increase to hourly rates for both teachers and teaching assistants for summer PD time.

Shannon reviewed expenses and there are minimal changes. There was a line item added titled "School Culture Building Supplies" to identify funds for school wide celebrations to celebrate the end of the year and/or celebrations throughout the year (i.e. "Black is Beautiful" Luncheon). There is a line item titled Dissemination Activities/Grant Expenditures for ~\$49K to support the

development and implementation to stimulate afterschool programming. Janitorial expenditures were increased as this year's were low and would like to work with another company. Rent estimates are based on price per square foot as they are now and negotiations for next year's lease are in the works with RMSC.

With expenses and revenue as presented the budget is still in the red by ~\$182,084. There were conversations about how grant expenditures would be planned for in future years, and how we could add in the Math Coordinator position that is desperately needed and other changes that were discussed. Discussion was had about what percentage of investment funds (right now it is 7%) could be released to help close the gap, how to utilize the funds for afterschool programs differently, re-negotiate rent, etc.

The Board had a long discussion on if they are ready to vote on this budget as presented given the deficient and the potential impact on the schools investments. It was decided that the Board is not ready or able to vote on the budget as presented and will plan to hold a separate meeting to vote with revisions and more information on: more definite number for rent from RMSC, resolution to the \$49K grant funding, curriculum specialist salary increase from 10-12 month position, expenses for Board development.

10. Board Self-Evaluation Review

This will be reviewed at the next meeting. The Board was reminded to complete the survey that was sent out via email as a Google Form earlier this week.

Open Forum

11. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 9:12pm.

Future Agenda Topics:

- 2022-2023 Budget Vote
- Nominations for Board Officers
- Culture & Climate Update
- NYS Testing Update

12. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

13. Review Actions and Agreements (Allison Shultes)

Action Items:

- Discuss CSP grant funding with Flour City and take actions to connect with State Legislature and SUNY for why we haven't received it yet
- Michele will reach out to AnneMarie to secure what the slate of nominations for officers are to present to the Board prior to the next Board meeting in June.
- The Board will meet again on Wednesday 5/18 at 5:30pm for a Special Meeting to vote on the Budget.

Motion 051122.4

Upon the motion of Michele Hannagan, and duly seconded by Nolica Murray-Fields, RESOLVED, to recess the meeting at 9:16pm to reconvene on Wednesday, May 18, 2022 at 5:30pm.

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

Voting in the negative: None

Abstaining: None

Motion 051122.4 Passed: 7 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/May 11, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes *RECONVENED FROM 5/11* May 18, 2022 | 5:30pm

Via Zoom

Board Members Present: Michele Hannagan, Ryan O'Malley, Mark Schiesser, Allison Shultes, Tasha Stevens, Kevin Sutherland, Jessica Wanner, Annemarie Wess

Board Member Arrivals/Departures During Meeting in Progress: n/a

<u>Board Members Absent</u>: Charlie Johnson, Nolica Murray-Fields, Elizabeth Pietrzykowski, Nathaniel Sheppard, Traci Terrance, ,VACANT COMMUNITY SEAT

<u>Educational Governance Council Members Present</u>: Shannon Hillman <u>Educational Governance Council Absent</u>: Becki Mason, Alexis Stubbe

Guests: Robin Blew, Kemouy Bhalai

Legal Counsel Present: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan reconvened this special meeting of the Board and called the meeting back to order at 5:32 pm. A quorum was present at the beginning of the meeting.

2. Review & Approve River Campus Budget for 2022-2023 School Year

After lengthy discussion and deliberation at the Board meeting on Wednesday, May 11, 2022, about the presented draft budget for the 2022-2023 School year the Board was unable to vote and asked the school leader to make additional revisions. Those requested revisions included: Providing a more definite number for rent from RMSC, resolution to the \$49K grant funding and its allocations, adjusting the Curriculum Specialist salary to reflect an increase from 10 month to a 12 month position, as well as to include expenses for Board development.

Shannon shared the revised draft budget and shared the differences and revisions that were made from the last draft that was presented at the meeting on May 11th. The first thing Shannon shared is that the budget is completely balanced. Changes included:

Line item for dissemination grant for approx \$49K that was from the ARP Grant that was
previously allocated to afterschool programming. This line item was allocated to a
contract that was already in place for a contract to support Professional Development
which would meet the deliverables of the grants. There will still be opportunities for
starting up an After School program based on a conversation with another Board
members who had ideas on how to still support that.

- Estimated the rent to be \$200K which is a good estimate based on recent conversations with the RMSC and will do a "trade-off" on space from the basement vs. the former Preschool rooms as the square footage is quite similar.
- Director of Curriculum & Instructors salary has been adjusted to be a 12month salary; incluses 2% increase in line with everyone else and the increase for the additional 2 months.
- The budget reflects support for a fundraising support vendor (1099) and reflect both assumed revenue fundraising and the salary to pay them
- The line item for a Math support position still remains in the budget however, nothing was able to be allocated. However, there is Board and Leadership support of pursuing other opportunities to support this position in the future.
- There were additional adjustments to the percentages of staff time allocated between River Campus and Flour City Campus. This adjustment reflects a 50% split which is believed to be a more true estimate of the time needed to bring the Flour City Campus up to speed.

Motion 051822.1

Upon motion of Michele Hannagan, and duly seconded by Annemarie Wess, RESOLVED, to approve the GCCS River Campus School Budget for the 2022-2023 school year as presented.

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

Voting in the negative: None

Abstaining: None

Motion 051822.1 passed: 8 to 0

3. Discussion & Approval of Board Development Work Proposal from Breakthrough Leadership Consulting

There was discussion about the proposal shared by Breakthrough Leadership Consulting that outlines key actions and work that they would provide to support the Board in addressing our strategic priorities, including building a succession plan, during this transition phase for GCCS as an organization. Board members have expressed support of previous work done with this group.

Motion 051822.2

Upon motion of Jess Wanner, and duly seconded by Ryan O'Malley, RESOLVED, to approve the Breakthrough Leadership Consulting Proposal for Board Development for the GCCS River Campus Board for as presented for a total of \$12,350.00.

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

Voting in the negative: None

Abstaining: None

Motion 051822.2 passed: 8 to 0

Open Forum

3. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 5:47pm.

Meeting Wrap-Up

4. Review Actions and Agreements (Allison Shultes)

Action Items: none.

Motion 051822.3

Upon the motion of Michele Hannagan, and duly seconded by Mark Schiesser, RESOLVED, that the Board adjourn the May 18, 2022 special meeting at 5:48pm.

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

Voting in the negative: None

Abstaining: None

Motion 051822.3 Passed: 8 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Special Meeting Minutes/May 18, 2022

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

RIVER CAMPUS: FINAL Meeting Minutes June 8, 2022 | 5:00pm

Cunningham House Studio, RMSC

<u>Board Members Present</u>: Michele Hannagan, Ryan O'Malley, <u>Elizabeth Pietrzykowski</u>, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner, <u>VACANT COMMUNITY SEAT</u>

Board Member Arrivals/Departures During Meeting in Progress: Charlie Johnson at 5:45pm

<u>Board Members Absent</u>: Nolica Murray-Fields, Mark Schiesser, **Nathaniel Sheppard**, Tasha Stevens, Annemarie Wess

<u>Educational Governance Council Members Present</u>: Shannon Hillman, Becki Mason, Alexis Stubbe

Educational Governance Council Absent:

Guests: Robin Blew, Maureen Milke, Kemouy Bhalai, Rahimah Wynn, Christine Farrell

Legal Counsel Present: George DesMarteau

NOTE: Board Members listed in **Bold** are **Non-Voting Members**

1. Welcome, Call to Order, Agenda Overview:

Michele Hannagan called the meeting to order at 5:32pm. A quorum was present at the beginning of the meeting.

2. End of Year Board Report - Shannon

Due to the timing of the staff reception following the meeting tonight, this agenda item was moved to the July 2022 meeting.

3. Review & Approve Monthly Minutes

Review and Approve May 11, 2022 Meeting Minutes

Motion 060822.1

Upon motion of Jess Wanner, and duly seconded by Ryan O'Malley, RESOLVED, that the minutes of the May 11, 2022 meeting and reconvened session on May 18, 2022 of the GCCS River Campus Board be approved.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.1 passed: 6 to 0

4. Financial Report: April Financial Update Robin, Kevin, Shannon

April 2022 Financial Update

Robin reported on the budget to actual review through April 30, 2022. Year to date comparison includes the following:

River Campus Budget to Actual Review:

- Revenue: Year to date actual is \$2,484,856 which is slightly over budget by ~\$17K with one more billing from districts.
 - Per Pupil Revenue: Anticipating having to pay RCSD back for some variances in pupils.
 - Grants: Title I, II & IV (Includes ESSER & ARP): All of this has been spent through April. Not anticipating anything new in April.
 - o Income- Other: Nothing new to report.

Expenses:

- o Food Service: Nothing new to report.
- Field Study: Completed at this time.
- o Administration/Instruction: Nothing new to report.
- Professional Development: There was one minor change in expenditures as these were actually better suited to be charged against the ARP grant.
- Supplies:
 - COVID Technology/ESSER Cares: Nothing new to report.
- Operations:
 - Business Services: A few small changes were made to shift these expenditures to the ARP grant.
 - Printing & Copying: Nothing new to report.
 - Transportation: Nothing new to report.
 - COVID Expenses: Nothing new to report.
- Capital/ Facilities: Nothing new to report.
- Surplus/Deficit: Coming in at a deficit of -\$16,613.

Balance Sheet Review: This is the cumulative report and shows investments and cash on hand in comparison to last year everything looks on target and within normal range.

Assets:

- Cash on Hand: Still watching this very carefully as River has been footing the expenditures of \$274K for Flour City until the CRP grant is received.
- o Investments: Nothing new to report.
- o Total Cash & Investments: Nothing new to report.
- o Accounts receivable: Nothing new to report.
- o Prepaid Expenses: Nothing new to report.
- Total Assets: Nothing new to report.

Liabilities:

- Accounts Payable: Nothing new to report.
- Equity: Nothing new to report.
- Accrued Payroll: Robin shared that while we normally don't have many 12 month employees with new hires and Flour City Campus, summer payroll will be higher than budgeted.
- Net Assets: Nothing new to report.
- o Board Designated Funds: Nothing new to report.
- Net Income: Nothing new to report.
- o Total Equity: Nothing new to report.
- o Total Liabilities & Equity: Nothing new to report.
- Investment Accounts Review: Withdrew \$214K to fund Flour City expenses. Overall at a loss of \$38,515.
 - Vanguard: 3/30/2022 statement is at \$353K; down from \$553 at this time last year.
 - Fidelity: Down to \$671K from \$725K at this time last year.

Motion 060822.2

Upon motion of Jessica Wanner, and duly seconded by Michele Hannagan, RESOLVED, that the Board of Trustees recognizes that certain members of the staff will have reduced work hours at the GCCS River Campus as a result of anticipated staff sharing with GCCS Flour City Campus and that the benefits for these staff members will remain in full force and effect notwithstanding the reduction in hours.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.2 passed: 6 to 0

5. Committee Updates

a. Community Engagement: (Jessica Wanner)
None

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

None.

- c. Nominating: * See Item #7 below* (Michele Hannagan)
- d. Personnel: Hiring & Recruitment Updates, Contract Approvals (Michele Hannagan/Kemouy Bhalai)

Contract Approvals:

Kemouy presented that Will Schumacher has been offered a position as a 2nd-3rd grade loop and has experience at another local charter school. He is certified in NYS and in Pennsylvania and has 2 masters degrees.

Motion 060822.10

Upon motion of Traci Terrance and duly seconded by Ryan O'Malley, RESOLVED, to approve William Schumacher for a classroom teacher position for the 2022-2023 school year at the annual 10-month salary of \$57,000.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.10 passed: 6 to 0

Shannon recommends Amy O'Neill for a special education teacher position as she has approximately 20 years of experience in that field. This is a new position for her but has held similar duties and responsibilities in other previous positions. She is being recommended as a .70 FTE at the River Campus and will be at the Flour City Campus for .3 FTE.

Motion 060822.11

Upon motion of Jessica Wanner and duly seconded by Traci Terrance, RESOLVED, to approve Amy O'Neill for a Special Education teacher position for the 2022-2023 school year at the annual 10-month salary of \$45,500.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.11 passed: 6 to 0

Shannon shared that there is a slate of staff members who will be splitting their time across both schools—most of which are leadership positions including: Executive Director, Director of

Curriculum and Instruction, Director of Operations, Literacy Coordinator, Special Education Coordinator, Food Service Coordinator, English as a New Language Teacher, and Social Worker

There were a few questions from the Board about what questions about community involvement candidates are asked during their interviews as sometimes that work doesn't reflect on a resume. Kemouy shared that this comes up often when candidates are discussing their experiences with DEI initiatives.

There was discussion about the three quotes for Janitorial Services that were shared with the Board–Midnight Cleaners, Abe's, and Greenland. Greenland provided services this year and it was less than optimal due to staffing challenges. Midnight Cleaner's is a woman owned business and has been contracted with in the past and Shannon would recommend their services again.

Motion 060822.12

Upon motion of Ryan O'Malley and duly seconded by Allison Shultes, RESOLVED, to approve the contract for Midnight Cleaners to service the school for the 2022-2023 school year.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.12 passed: 6 to 0

Shannon brought the contract renewal for George DesMarteau to the Board for approval.

Motion 060822.13

Upon motion of Jessica Wanner and duly seconded by Traci Terrance, RESOLVED, to approve the contract for George DesMarteau to serve as legal counsel through December 31, 2022.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.13 passed: 6 to 0

e. *Safety: District Safety Plan (Shannon Hillman)

Shannon shared that the District Safety Plan is now open for Public Comment. This plan can be accessed on the website and will be open for public comment for 30 days.

f. *Diversity & Racial Equity: Transition Updates (Traci Terrance/ Shannon Hillman)
The DRE is working on the structure of the Committee with the transition of Traci off the
Board and Committee. The Committee is really focused on developing a vision statement
for the Committee and maintaining effective communication and collaboration with the
River Campus and Flour City Campus. There is hope that this vision statement will guide
the development of a vision statement for the Flour City Campus in regards to its views
on diversity and racial equity and inclusion at the new school.

Outstanding Business

6. Nominations for Board Officers, Preliminary Committee Assignments, New Parent Representative- Michele Hannagan

Nominations for Board Officers:

Michele Hannagan opened the floor for nominations for Board Officers. She presented the slate of officers that have been submitted by the Nominating Committee that includes: Michele Hannagan as President, Ryan O'Malley as Vice President, Kevin Sutherland as Treasurer, Allison

as Secretary. The normations were closed and a vote was taken on the slate of officers as presented. The vote was unanimous with the 6 voting members present.

Motion 060822.

Upon motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, that the slate of candidates as nominated by the Nominating Committee be approved, the candidates are Michele Hannagan as President of the Board of Trustees, Ryan O'Malley as Vice President of the Board of Trustees, Kevin Sutherland as Treasurer of the Board of Trustees, and Allison Shultes Secretary of the Board of Trustees.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None **Motion 060921.** passed 6 to 0

<u>Preliminary Committee Assignments:</u> This document was shared through the Google Drive for Board members to review and reflect on what committees that would be interested in serving on next year.

New Parent Representative:

Traci Terrance's term as a Parent Representative is up. Colin Orr will be joining the Board as the new Parent Representative for a 3 year term.

Motion 060822.5

Upon motion of Jessica Wanner and duly seconded by Michele Hannagan, RESOLVED, that the Board approve the nomination of Colin Orr as the Parent Representative for the open board position that would start for a term of 3 years starting July 1, 2022 and ending June 30, 2025.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.5 passed: 6 to 0

New Community Representative:

There are two openings for Community Representatives as Nathaniel Sheppard will be stepping down from his positions on the Board and Joshua Stapf stepped down from his position on the Board earlier this year. Both candidates to fill these empty positions were recruited by Deb Hamner and attended the Meet & Greet recruitment event. Eboni is a Human Resources professional and works with introverted clients and in executive leadership development and is very excited to join the Board. Adam Koneman actually applied at GCCS a year ago for a position as he had just moved to Rochester but is currently exploring new options. However, he has a background in special education and experience working with students in all grade levels and is extremely excited about joining the Board.

Motion 060822.6

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that the Board approve the nomination of Eboni Henderson as the Community Representative for the open board position for a term of 3 years starting July 1, 2022 and ending June 30, 2025 subject to approval by the New York State Education Department.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.6 passed: 6 to 0

Motion 060822.7

Upon motion of Michele Hannagan and duly seconded by Ryan O'Malley, RESOLVED, that the Board approve the nomination of Adam Koneman as the Community Representative for the open board position for a term of 1 year starting July 1, 2022 and ending June 30, 2023 subject to approval by the New York State Education Department.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.7 passed: 6 to 0

Term Renewals:

Motion 060822.3

Upon motion of Michele Hannagan, and duly seconded by Ryan O'Malley, RESOLVED, that AnneMarie Wess' term be renewed as a Community Board Representative for a term of 3 years starting July 1, 2022 and ending June 30, 2025.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.3 passed 6 to 0

Motion 060822.4

Upon motion of Michele Hannagan, and duly seconded by Traci Terrance, RESOLVED, that Mark Schiesser's term be renewed as a Community Board Representative for a term of 3 years starting July 1, 2022 and ending June 30, 2025.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.4 passed 6 to 0

Educational Governance Council:

Becki Mason will be stepping down from her role on the Education Convernance Council. Becki will continue to work to find a replacement for her seat.

RMSC Representative Update:

Elizabeth Pietrzykowski is stepping down from her seat as one of two RMSC representatives. RMSC representative positions on the Board are appointed by the President/CEO of the RMSC, Hillary Olson who will appoint the next representative to fill her seat for a three-year term.

Committee Assignment Discussion:

- Annemarie would like to step down from her role as the Chair of the Nominating Committee so that position is now open. The responsibilities include welcoming Board members into new roles, sending correspondence and paperwork and leading the annual nomination process. The Board will follow up on filling this role at the July 2022 meeting.
- Jen Gaffey-Link, a parent at GCCS has stepped forward to volunteer on the Finance Committee. You do not need to be a Board member to volunteer on Board committees and she has experience in that work.
- Jess has volunteered to step down from the Community Engagement Committee (CEC) and would like to join the Diversity & Racial Equity (DRE) Committee. The CEC no longer needs a Board Chairperson, just a representative from the Board. Charlie also shared that he is looking to switch up committees and will send an email with what he is looking for.

- There will be conversations with new Board Members to discuss their interest in committees. Some ideas were:
 - Colin personnel committee
 - Eboni personnel committee
 - o Adam K nominating or discipline committee

New Business

7. Gift Acceptance Policy Approval- Shannon

Shannon brought the GCCS Gift Acceptance Policy to the Board for approval.

Motion 060822.8

Upon motion of Jessica Wanner, and duly seconded by Michele Hannagan, RESOLVED, to approve the GCCS Gift Acceptance Policy per George DesMarteau's recommendations. ented.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.8 passed: 6 to 0

Motion 060822.9

Upon motion of Michele Hannagan, and duly seconded by Jessica Wanner, RESOLVED, to approve the contract with Robin Blew for her financial and accounting consultation and services. Accounting consultant Robin Blew as presented.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.9 passed: 6 to 0

8. RMSC Lease Update - Michele

There have been back and forth discussions with the RMSC and there was an ask from Hillary Olson, the CEO and David Pestke, the Director of Finance & Facilities, to define the space that is being asked for which would include all of the former RMSC Preschool space and the Basement space. The price per square foot would take us way over the amount that was budgeted. The mutually hoped agreement would be a more clear/strict landlord-tenant agreement that does not include that additional services (i.e. table set-up, etc.) that have been previously included. This would include maintaining the land (i.e. snow removal, etc.) and building/grounds (i.e. 50-50 split for playground mulch, etc.). These changes would shift the price per square foot calculations and that work is being done. There is a meeting

Open Forum

9. Future Agenda Topics and/or Public Comment:

Michele Hannagan opened up the meeting to public comment at 6:39 pm.

Michele shared updates on the work we have committed to in our board strategic plan including board development, specifically to support the expansion of our school (replication). Michelle shared these key priorities have been identified and are specially aligned with NYS Benchmarks. Two of the key priorities are:

• Key priority #1: Board Evolution and Capacity Building

 We are linking our proposed work directly to the NYSED Charter School Performance Framework and our school's mission. To that end, the four areas below will be our focus for the 2022-23 school year:

- Clarity and accountability processes for the Executive Director role. (Benchmark 7)*
- Establish effective practices for the board relative to the expansion of responsibilities of the new organization (Benchmark 7)
- Financial plan/management of an expanded organization (Benchmark 5)
- Faithfulness to charter school law (Benchmark 9)
- *Will start with #1
- Goal is to schedule one 2-2.5 hour session per quarter that would focus on specific areas. Proposed Dates: Aug or Sep 2022, Dec 2022, March 2023, June 2023)
- First session: targeting mid-later September 2022. Michele will make a Doodle Poll to capture feedback from the Board as there were many members not in attendance this evening.

• Key priority #2: Board Stabilization and Succession Planning

 Deb and Michele met 6/8/22 and discussed framework and timeline. Deb is beginning to work on this now and Michele invited her to present to the board in November 2022.

Future Agenda Topics: none were discussed.

10. Executive Session

Executive Session was not called during this meeting.

Meeting Wrap-Up

11. Review Actions and Agreements (Allison Shultes)

Action Items:

• Follow up to determine what the insurance coverage is for volunteers.

Motion 060822.14

Upon the motion of Michele Hannagan, and duly seconded by Traci Terrance RESOLVED, that the Board adjourn the June 8, 2022 meeting at 6:45pm.

Voting in the affirmative: Michele Hannagan, Ryan O'Malley, Allison Shultes, Kevin

Sutherland, Traci Terrance, Jessica Wanner

Voting in the negative: None

Abstaining: None

Motion 060822.14 Passed: 6 to 0

Respectfully Submitted, Allison Shultes Secretary of GCCS- River Campus Board of Trustees GCCS-River Campus Board Minutes/June 8, 2022

GENESEE COMMUNITY CHARTER SCHOOL

FINANCIAL STATEMENTS

June 30, 2022





TABLE OF CONTENTS

	Page No.
INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS	
Balance Sheets	4
Statements of Activities	6
Statement of Functional Expenses	7
Statements of Cash Flows	8
Notes to Financial Statements	10
SUPPLEMENTARY INFORMATION	
Report on Internal Control Over Financial Reporting and on Compliance	
and Other Matters Based on an Audit of Financial Statements Performed	
in Accordance with Government Auditing Standards	21



INDEPENDENT AUDITORS' REPORT

To The Board of Trustees Genesee Community Charter School Rochester, New York

Opinion

We have audited the accompanying financial statements of Genesee Community Charter School (a New York State nonprofit organization), which comprise the balance sheet as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Genesee Community Charter School as of June 30, 2022, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Genesee Community Charter School and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is required to evaluate whether there are conditions or events considered in the aggregate, that raise substantial doubt about Genesee Community Charter School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Genesee Community Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Genesee Community Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited Genesee Community Charter School's 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 13, 2021. In our opinion, the summarized comparative information presented herein, as of and for the year ended June 30, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 19, 2022 on our consideration of Genesee Community Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Genesee Community Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Genesee Community Charter School's internal control over financial reporting and compliance.

Heveron & Company CPAs

Heveron & Company

Rochester, New York October 19, 2022

GENESEE COMMUNITY CHARTER SCHOOL BALANCE SHEETS June 30, 2022 and 2021

ASSETS

		2022		2021
<u>Current Assets</u>				
Cash and Cash Equivalents	\$	97,512	\$	282,976
Accounts Receivable		33,747		16,334
Due from Flour City Campus		387,870		-
Pledges and Grants Receivable		162,136		116,743
Prepaid Expenses		93,088		60,402
Total Current Assets		774,353		476,455
Fixed Assets				
Leasehold Improvements and Equipment, Net		431,613		556,463
Other Assets				
Investments		959,621		1,278,580
Restricted Cash - Escrow Account		100,129		100,116
Deposits		3,478		3,478
Total Other Assets		1,063,228		1,382,174
TOTAL ASSETS	\$ 2	2,269,194	\$ 2	2,415,092

LIABILITIES AND NET ASSETS

Current Liabilities				
Accounts Payable	\$	49,292	\$	26,400
Accrued Payroll		284,432		282,903
Accrued Liabilities		231,927		183,308
Deferred Revenue		-		5,175
Line of Credit		141,417		
Total Current Liabilities		707,068		497,786
Net Assets				
Net Assets Without Donor Restrictions:				
Undesignated		926,719		1,067,306
Designated by the Board		635,407		850,000
Total Net Assets Without Donor Restrictions		1,562,126		1,917,306
Total Net Assets		1,562,126		1,917,306
TOTAL LIABILITIES AND NET ASSETS	\$ 2	2,269,194	<u>\$</u> 2	2,415,092

GENESEE COMMUNITY CHARTER SCHOOL STATEMENTS OF ACTIVITIES

For The Years Ended June 30, 2022 and 2021

	2022	2021
Revenues, Gains and Other Support:		
Public School District:		
Resident Student Enrollment	\$ 2,933,584	\$ 2,908,265
Federal Grants	377,835	138,698
In Kind State Grants	15,479	17,738
Contributions:		
Contributions	17,933	7,557
In Kind Contributions	-	28,734
Food Service Fees	112,468	66,729
Field Study Fees	50,835	-
Other Income	4,614	825
Interest/Dividends Income	25,057	32,723
Net Investment Returns	(129,409)	130,798
Total Revenues, Gains, and Other Support	3,408,396	3,332,067
Expenses:		
Program Services:		
Regular Education	3,028,223	2,739,466
Special Education	93,872	124,896
Food Services	123,806	82,547
Total Program Services Expense	3,245,901	2,946,909
Supporting Services:		
Management and General	517,675	478,869
Total Expenses	3,763,576	3,425,778
Change in Net Assets	(355,180)	(93,711)
Net Assets - Beginning of Year	1,917,306	2,011,017
Net Assets - End of Year	<u>\$ 1,562,126</u>	\$ 1,917,306

GENESEE COMMUNITY CHARTER SCHOOL STATEMENT OF FUNCTIONAL EXPENSES

For The Year Ended June 30, 2022

(With Comparative Totals For The Year Ended June 30, 2021)

		P	rogram Servic	es			
		Regular	Special	Food	Management	To	tals
		Education	Education	Services	and General	2022	2021
	No. of Positions						
Personnel Services Costs Instructional Personnel Administrative Staff Personnel Non-Instructional Personnel	29 5 4	\$ 1,535,983 82,474 113,904	\$ - 60,212	\$ - - 13,525	\$ - 246,713	\$ 1,535,983 389,399 127,429	\$ 1,434,113 392,864 102,207
Total Salaries	38	1,732,361	60,212	13,525	246,713	2,052,811	1,929,184
Employee Benefits and Payroll Taxes Retirement Expense		382,011 137,544	21,676	1,319	55,606 47,819	460,612 185,363	449,201 166,194
Total Personnel Services		2,251,916	81,888	14,844	350,138	2,698,786	2,544,579
Rent Other Purchased Services		191,267 55,000	6,238	2,079	8,316 99,936	207,900 154,936	219,868 159,790
Depreciation and Amortization		126,340	3,907	-	-	130,247	133,564
Student Services Food Service		112,072	-	106,270	-	112,072 106,270	38,228 68,265
Staff Development		89,212	-	-	-	89,212	40,675
Repairs and Maintenance		56,394	1,839	613	2,452	61,298	8,489
Office Expense Insurance		36,162 38,682	-	-	19,207 6,408	55,369 45,090	39,789 38,132
Supplies and Materials		44,909	-	-	-	44,909	38,759
Technology		26,269	-	-	-	26,269	52,538
Legal		-	-	-	17,300	17,300	9,550
Accounting and Auditing Fees		-	-	-	11,950	11,950	22,951
Interest Expense Furniture		-	-	-	1,968 -	1,968 -	<u> </u>
Total Expenses		\$ 3,028,223	\$ 93,872	\$ 123,806	\$ 517,675	\$ 3,763,576	\$ 3,425,778

See Accompanying Notes to Financial Statements.

GENESEE COMMUNITY CHARTER SCHOOL STATEMENTS OF CASH FLOWS

For The Years Ended June 30, 2022 and 2021

	2022	2021
Cash Flows From Operating Activities		
Receipts from School Districts	\$ 2,899,451	\$ 2,950,848
Other Sources	177,086	99,770 .
Contributions	17,933	7,557
Grants	343,155	84,195
Payments to Vendors for Goods and Services Rendered	(912,141)	(680,098)
Payments to Charter School Personnel for Services Rendered	(2,648,639)	(2,481,085)
Net Cash Flows Provided/(Used) By Operating Activities	(123,155)	(18,813)
Cash Flows From Investing Activities		
Increase in Other Receivables	(387,870)	-
Purchase of Fixed Assets	(5,397)	(5,750)
Proceeds from Sale of Investments	214,593	-
Purchase of Investments	(25,039)	(32,657)
Net Cash Flows Provided/(Used) By Investing Activities	(203,713)	(38,407)
Cash Flows From Financing Activities		
Proceeds from Line of Credit	192,201	-
Payments on Line of Credit	(50,784)	
Net Cash Flows Provided/(Used) By Financing Activities	141,417	
Net Increase/(Decrease) in Cash, Cash Equivalents, and		
Restricted Cash	(185,451)	(57,220)
Cash and Cash Equivalents, and Restricted Cash - Beginning of Yea	r <u>383,092</u>	440,312
Cash and Cash Equivalents, and Restricted Cash - End of Year	\$ 197,641	\$ 383,092

GENESEE COMMUNITY CHARTER SCHOOL STATEMENTS OF CASH FLOWS

For The Years Ended June 30, 2022 and 2021 (Continued)

	_	2022	_	2021
Reconciliation of Change in Net Assets to Net Cash				
Provided by Operating Activities				
Change in Net Assets	\$	(355,180)	\$	(93,711)
Adjustments to Reconcile Change in Net Assets to				
Net Cash Provided by Operating Activities:				
Depreciation and Amortization		130,247		133,564
Net Investment Returns		129,409		(130,798)
(Increase)/Decrease In:				
Accounts Receivable		(17,417)		38,369
Pledges and Grants Receivable		(45,393)		(60,186)
Prepaid Expenses		(32,686)		8,052
Increase/(Decrease) In:				
Accounts Payable		22,892		17,221
Accrued Payroll		1,529		65,061
Accrued Liabilities		48,619		(1,560)
Deferred Revenue	_	(5,175)	_	5,175
Net Cash Flows Provided/(Used) By Operating Activities	\$	(123,155)	\$	(18,813)

June 30, 2022

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Genesee Community Charter School (the School) is a nonprofit organization that was formed to provide a rich educational experience that values intellectual rigor, respect for diversity, and community responsibility. The School's local history-based and globally-connected programs immerse the children in investigation and discovery, extensively using the cultural and natural resources of the Rochester, NY community. The School focuses on nurturing the children's natural abilities to be reflective questioners, articulate communicators, critical thinkers, and skilled problem solvers, enabling them to reach exemplary standards. The School's revenue is predominantly Resident Student Enrollment fees from the Rochester City School District and a few other surrounding school districts.

The main programs of the School are as follows:

REGULAR EDUCATION: The School curriculum is organized around six historical time periods - Prehistory, Early People/Woodland Peoples, Native Americans/Explorers/Settlers, Village to City, City Grows, and Today and Tomorrow. The School integrates Math, Science, Social Studies, Language Arts, Art, Music, and Physical Education to provide a rich and challenging curriculum, while keeping in alignment with the New York State Learning Standards.

SPECIAL EDUCATION: The School is open to all children and does not discriminate on the basis of ethnicity, national origin, gender, disability, or any other grounds that would be unlawful or deny the civil rights of any individual. In accordance with the Individuals with Disabilities Education Act, the Rehabilitation Act, Section 504, and the Americans with Disabilities Act, the School provides a free and appropriate education, in the least restrictive environment to students with disabilities. The primary service delivery for students with special needs is inclusion. For students requiring supplemental services, the School contracts with local individuals or agencies to provide the required services outlined in the student's Individual Education Plan or 504 Plan.

FOOD SERVICES: The School believes that healthy meals are an important part of a child's day. Breakfast and lunch are delivered and served "family style" every day, as the School does not have a cafeteria or kitchen facilities. The children eat and socialize with each other, parents, and teachers in their classrooms. All meals meet the required New York State Child Nutrition Standards, and the School subscribes to the New York State free and reduced priced meal program.

June 30, 2022 (Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting. The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Net Assets

In accordance with accounting principles generally accepted in the United States of America, the School reports information regarding its financial position and activities according to the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The governing board has designated net assets. See Note 2 for more information.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, based on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

There were no net assets with donor restrictions at June 30, 2022 and 2021.

June 30, 2022 (Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributions

The School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Contributions that are expected to be received in future years are recorded at their present value. Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return are not recognized until the conditions on which they depend have been met.

Revenue and Revenue Recognition

A portion of the School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the balance sheet.

The School recognizes revenue derived from tuition and food service. Tuition income is recognized during the school year based on enrollment. Food service revenue is recognized when earned at the time of service.

Deferred Revenue

Deferred revenue represents funds received related to the next school year.

Use of Estimates in the Preparation of Financial Statements

Accounting principles generally accepted in the United States of America, require management to make estimates and assumptions that affect the amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the amounts of revenue and expenses. Actual results could differ from those estimates.

Accounts, Pledges, and Grants Receivable

Accounts, pledges, and grants receivable are stated at the amount management expects to collect. Amounts that management believes to be uncollectible after collection efforts have been completed are written off. In addition, if necessary, management provides an allowance to reduce receivables to amounts management expects will be collected. Management determined that no allowances were necessary at June 30, 2022 and 2021.

June 30, 2022 (Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Determining Fair Value of Financial Assets and Liabilities

Accounting principles generally accepted in the United States of America established a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements), and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

- Level 1: Inputs to the valuation method are unadjusted quoted market prices in active markets for identical assets or liabilities.
- Level 2: Inputs to the valuation method include:
 - quoted prices for similar assets or liabilities in active markets;
 - quoted prices for identical or similar assets or liabilities in inactive markets;
 - inputs other than quoted prices that are observable for the asset or liability;
 - inputs that are derived principally from or corroborated by observable market data by correlation or by other means.
- Level 3: Inputs to the valuation method are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used, need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Functional Expenses

The costs of providing the various program services have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the program, and management and general categories. An immaterial amount of fund raising costs for the years ended June 30, 2022 and 2021 are included in management and general expenses.

June 30, 2022 (Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Functional Expenses (Continued)

The financial statements report certain categories of expenses that are attributed to both program and supporting functions. Therefore, allocation on a reasonable basis that is consistently applied is required. The expenses that are allocated include occupancy, depreciation, and amortization, which are allocated on a square footage basis, as well as salaries and wages, benefits, payroll taxes, professional services, office expenses, information technology, insurance, and other expenses, which are allocated on the basis of estimates of time and effort for each category.

Income Taxes

The Internal Revenue Service has determined that the School is qualified as a charity exempt under Section 501(c)(3) of the Internal Revenue Code. As a result, no provision for federal or state income taxes has been made.

Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year ended June 30, 2021 from which the summarized information was derived.

Fixed Assets

Leasehold improvements and equipment are stated at cost, less accumulated depreciation and amortization. The School capitalizes property and equipment with a cost of over \$5,000 and an estimated life of three or more years. The cost and accumulated depreciation of property items sold or retired are eliminated from the accounts. Minor expenditures for maintenance, repairs, and renewals are expensed. Donated assets are recorded at their estimated fair market value at the time of donation.

Fixed assets consisted of the following at June 30:

	2022	2021
Leasehold Improvements	\$ 2,020,999	\$ 2,020,999
Equipment	362,025	356,628
Less: Accumulated Depreciation and Amortization	(1,951,411)	(1,821,164)
Leasehold Improvements and Equipment, Net	\$ 431,613	\$ 556,463

June 30, 2022 (Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fixed Assets (Continued)

Depreciation and amortization is computed on a straight-line basis over the estimated useful lives of assets. The ranges of estimated useful lives used in computing depreciation are as follows:

	<u>Years</u>
Leasehold Improvements	7-12
Equipment	3-10

Depreciation and amortization expense amounted to \$130,247 and \$133,564 for the years ended June 30, 2022 and 2021, respectively.

Recent Accounting Pronouncements (Continued)

In September 2020, FASB issued ASU 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. ASU 2020-07 requires the presentation of contributed nonfinancial assets as a separate line item in the statement of activities, apart from contributions of cash and other financial assets. The main difference between the guidance in ASU 2020-07 and previous GAAP is the disclosure of a disaggregation of the amount of contributed nonfinancial assets, qualitative information about whether the contributed nonfinancial assets were either monetized or utilized during the period, the Organization's policy about monetizing rather than utilizing the assets, a description of any donor-imposed restrictions associated with the assets, a description of the valuation techniques used, and the principal market used to arrive at a fair value measurement. During the year ended June 30, 2022 the Organization adopted ASU 2020-07 for its contributed nonfinancial assets. This adoption was applied on a retrospective basis.

NOTE 2 - BOARD-DESIGNATED NET ASSETS

As of June 30, 2022 and 2021, the board-designated net assets included \$100,000 to be held in an escrow account in case of a future dissolution as required by the New York State Department of Education.

In addition, as of June 30, 2022 and 2021, the board-designated net assets included \$535,407 and \$750,000 to assist with a new charter school that will be a replication of their existing school, respectively.

June 30, 2022 (Continued)

NOTE 3 - LIQUIDITY AND AVAILABILITY

The School regularly monitors the availability of resources required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the School considers all expenditures related to its ongoing activities, as well as the conduct of services undertaken to support those activities to be general expenditures.

At June 30, the following financial assets could readily be made available within one year of the balance sheet date to meet general expenditures:

	2022		2021		
Cash and cash equivalents	\$	97,512	\$	282,976	
Accounts receivable		33,747		16,334	
Other receivables		387,870		-	
Pledges and grants receivable		162,136		116,743	
	\$	681,265	\$	416,053	

Resident Student Enrollment fees are received throughout the school year to provide additional funds for general expenditures.

NOTE 4 - COMMITMENTS

The School has an operating lease for its facilities that expires August 2022. Lease payments run through June 2022, there are no payments due in July and August of 2022. After the lease expires they will continue to pay rent based on the original agreement on a month to month basis. Annual base rent during each year of the lease ending June 2021 was \$172,500, including utility costs and janitorial labor. Starting in June 30, 2020, the School amended the lease to rent additional space at a rate of \$25,006 per year. During the year ended June 30, 2017, the School advanced the cost for HVAC and window upgrades totaling \$183,713. This cost will be recouped by the School in the form of an annual credit against the rent in an amount equal to 1/10 of 1/2 of the final expenditures. This discount will be applied beginning with the September 2016 payment.

Rent expense for the years ended June 30, 2022 and 2021 totaled \$207,900 and \$219,868, respectively. Rental expense for year ending June 30, 2021 included an additional donated rent of \$17,734 for use of additional space (also see Note 10).

There are no minimum lease payments as of June 30, 2022.

June 30, 2022 (Continued)

NOTE 5 - CASH AND CASH EQUIVALENTS, AND RESTRICTED CASH

For the purposes of the statements of cash flows, cash and cash equivalents include all cash on hand and in banks, which at times, may exceed federally insured limits. The School considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. The School has not experienced any losses in these accounts and does not believe it is exposed to any significant credit risk with respect to cash and cash equivalents.

The School maintains cash in an escrow account in accordance with the terms of their charter agreement. The escrow is restricted to fund legal and other costs related to the dissolution of the School. The School also has a \$200,000 line of credit available if needed.

Cash and cash equivalents, and restricted cash consisted of the following at June 30:

	2022	2021
Checking	\$ 86,827	\$ 250,520
Money Market	10,685	32,456
Total Cash and Cash Equivalents	97,512	282,976
Restricted Cash - Escrow	100,129	100,116
Total Cash and Cash Equivalents,		
and Restricted Cash	<u>\$ 197,641</u>	\$ 383,092

NOTE 6 - LINE OF CREDIT

The School has a line of credit with a maximum authorization of \$200,000. Advances against this line bears interest at a rate of 1.5% above the current bank prime rate. There was \$141,417 outstanding at June 30, 2022 and nothing outstanding at June 30, 2021.

NOTE 7 - INVESTMENTS

Investments in equity securities with readily determinable fair values and all investments in debt securities are measured at fair market value. Unrealized gains or losses on securities result from differences between the cost and fair market value of securities on a specified valuation date.

GENESEE COMMUNITY CHARTER SCHOOL NOTES TO FINANCIAL STATEMENTS

June 30, 2022 (Continued)

NOTE 7 - INVESTMENTS (Continued)

Investment securities are exposed to various risks, such as interest rate, market, economic conditions, world affairs and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term, and that such changes could materially affect the amounts reported in the accompanying financial statements.

A summary of investments at market value at June 30, is as follows:

		2022	 2021
Mutual Funds - Equities	\$	391,642	\$ 578,144
Mutual Funds - Bonds		567,979	 700,436
Total	<u>\$</u>	959,621	\$ 1,278,580

Mutual fund investments are based on Level 1 inputs in the hierarchy as described in Note 1.

There were no changes in the valuation techniques during the year.

NOTE 8 - PENSION EXPENSE

The School participates in the New York State Teachers' Retirement System (System), a cost-sharing, multiple-employer, defined benefit pension plan administered by the New York State Teachers' Retirement Board. The System provides retirement, disability, withdrawal, and death benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York.

Plan members who joined the System before July 27, 1976 are not required to make contributions. Those joining after July 27, 1976 and before January 1, 2010 with less than ten years of membership are required to contribute 3% of their annual salary. Those joining on or after January 1, 2010 and before April 1, 2012 are required to contribute 3.5% of their annual salary for their entire working career. Those joining after April 1, 2012 are required to contribute between 3% and 6%, dependent upon their salary, for their entire working career. Employers are required to contribute at an actuarially determined rate. Rates applicable to the fiscal years ended June 30, 2022 and 2021 were 9.80% and 9.53%, respectively.

The retirement contribution expense totaled \$185,363 and \$157,166 for the years ended June 30, 2022 and 2021, respectively.

GENESEE COMMUNITY CHARTER SCHOOL NOTES TO FINANCIAL STATEMENTS

June 30, 2022 (Continued)

NOTE 8 - PENSION EXPENSE (Continued)

The School also has a 403(b) annuity retirement plan for its employees. After one year of service, employees at least 21 years of age that work a minimum of 1,000 hours annually, may contribute a portion of their taxable salary not to exceed the statutory limits each year. Eligible employees may also receive discretionary amounts the School contributes. The Board of Trustees voted not to make a discretionary contribution for the years ended June 30, 2022 and 2021.

NOTE 9 - SPECIAL EDUCATION AND OTHER SERVICES

The majority of special education services required by students of the School are provided by the Rochester City School District. The Rochester City School District also provided transportation. The School was unable to determine a value for these services, thus, these financial statements do not reflect revenue or expenses associated with those services.

Occasionally, the School does need to offer special education services that are not provided through the Rochester City School District. The School uses contracted services at these times; the revenue and expense for these services have been included in the financial statements.

The School also receives State Aid in the form of textbooks, computer hardware, computer software, and library materials through the Rochester City School District. The total aid received for the years ended June 30, 2022 and 2021 was \$15,479 and \$17,738, respectively.

GENESEE COMMUNITY CHARTER SCHOOL NOTES TO FINANCIAL STATEMENTS

June 30, 2022 (Continued)

NOTE 10 - DONATED SERVICES AND GOODS

The School receives donated services that do not meet the criteria for recording as revenue and expense under accounting principles generally accepted in the United States of America. During the years ended June 30, 2022 and 2021, approximately 160 and 30 families provided 4,925 and 165 hours of service, respectively. There were also 14 board members who donated 365 and 310 hours during the years ended June 30, 2022 and 2021, respectively. Volunteers help with many tasks at the School such as serving meals, chaperoning field studies, preparing classroom materials, and serving on the board.

The School also receives donated goods, services, and use of facilities that do meet the criteria for recording as revenue and expense under accounting principles generally accepted in the United States of America.

The School received the following gifts-in-kind for the years ended June 30:

	<u>2022</u>	<u>2021</u>
Facilities	\$ -	\$ 17,734
Equipment	 -	 11,000
	\$ -	\$ 28,734

The School's policy related to gifts-in-kind is to utilize the assets given to carry out the mission of the School. If an asset is provided that does not allow the School to utilize it in its normal course of business, the asset will be sold at its fair market value as determined by appraisal or specialist depending on the type of asset.

The School required the use of additional classroom space due to COVID-19 social distancing protocol during the prior fiscal year. The space was provided by the leasor at no cost to the School, but based on current lease square footage rate, the School would have paid \$17,734 for the year ended June 30, 2021 (also see Note 4).

NOTE 11 - SUBSEQUENT EVENTS

Subsequent events have been evaluated through October 19, 2022, which is the date the statements were available for issuance.

GENESEE COMMUNITY CHARTER SCHOOL SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2022



REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Independent Auditors' Report

To the Board of Trustees Genesee Community Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Genesee Community Charter School (a nonprofit organization), which comprise the balance sheet as of June 30, 2022, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 19, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Genesee Community Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Genesee Community Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Genesee Community Charter School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



260 Plymouth Ave. South,

heveroncpa.com

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Genesee Community Charter School's financial statements are free of material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Heveron & Company CPAs

Heveron & Company

Rochester, New York October 19, 2022

Disclosure of Financial Interest by a Current or Former Trustee

_	mustas Namas
	rustee Name: lichele Hannagan
_	
N	ame of Charter School Education Corporation:
G	enesee Community Charter School
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Parent Representative (past) President (current)
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	☐ Yes ☑ No
	If Yes , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

√ None

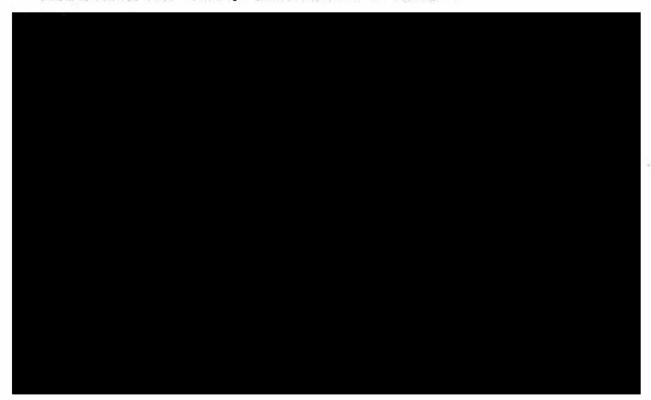
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

V None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be reducted.



Signature

8/01/2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee

Т	rustee Name:
<u>C</u>	harlie Johnson
N	ame of Charter School Education Corporation:
G	enesee Community Charter School
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Parent Representative
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school. Sarah Johnson - Teacher/Spouse
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.
	Charli Johnson 6th grade Aria Johnson 3rd grade

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	☐ Yes ✓ No
	If Yes , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

√ None

Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	financial interest /	financial a conflict of interest, interest / (e.g., did not vote, did transaction not participate in

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

√ None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:			
Business Address:			



Charlie Johnson

Digitally signed by Charlie

Johnson

Date: 2022.08.01 14:52:20 -04'00' 08/01/2022

Signature Date

Acceptable signature formats include:

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee Trustee Name: Nolica Murray Name of Charter School Education Corporation: Genesee Community Charter School 1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Community Representative 2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation? If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school. 3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
	• *a
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive nanagement services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or lo you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities? Yes Vo
	esponsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

✓ None

`Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
		@#	
		<i>2</i> 9	

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee

_	
Tr	rustee Name:
_	RYAN D'MALLEY
Na	me of Charter School Education Corporation:
	GENESEE COMMUNITY CHARTER SCHOO
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
	VICE PRESIDENT, FENANCE COMMITTEE
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school. LISA O'MALLEY (MOTHER) IS THE CURRICULUM SPECIALIST
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No
	If Yes , please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
			you
	A 201 10 10 10 10 10 10 10 10 10 10 10 10 1		

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an Interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:		
Business Address:		



Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee

Т	rustee Name:
E	lizabeth Pietrzykowski
_	
N	ame of Charter School Education Corporation:
G	enesee Community Charter School
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Board Rochester Museum and Science Center Representative
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest

in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real

Yes Vo

or personal property to the said entities?

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Elizabeth Pietra	what!	8/1/22	
Signature	Years	Date	

Acceptable signature formats include:

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee

ustee Name: ark Schiesser
me of Charter School Education Corporation:
List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Community Board Member
Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.
Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	☐ Yes ☑ No
	If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

A COLUMN TO A	Section 2	
Yes	V	Blench
I Yes	141	No
100	-	1

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

✓ None

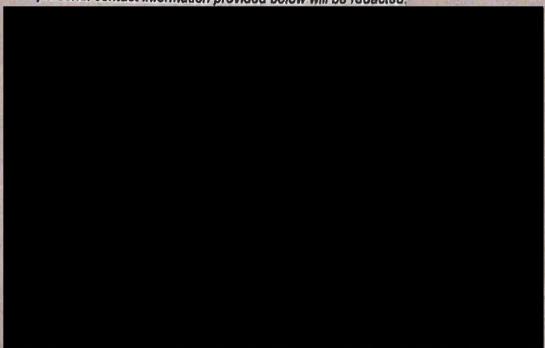
Date(s)	Nature of financial interest / transaction	The state of the s	Name of person holding interest or engaging in transaction and relationship to you
		to the borner of	

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
CANTON OF THE PARTY OF THE PART	The state of the s	Second Tolk	Town or the second of the seco	

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Al

08/01/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee

T	rustee Name:
N	lathaniel Sheppard
N	ame of Charter School Education Corporation:
G	enesee Community Charter School
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Board Community Representative
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's
3.	Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?
	If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
	benent from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	If Yes , please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

V None

Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	financial interest /	financial a conflict of interest, interest / (e.g., did not vote, did not participate in

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Busines	s Telephone:	:				
Busines	s Address:					_
Home Te	elephone:					

Nathaniel Sheppard 8/1/22
Signature Date

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee Trustee Name: Allison Shultes Name of Charter School Education Corporation: Genesee Community Charter School 1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). **RMSC** Representative Secretary 2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes ✓ No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

If Yes, please describe the nature of your relationship and if the

student could benefit from your participation.

Yes

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could
	benefit from your participation.
_	
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	If Yes , please provide a description of the position(s) you hold, your
	responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

√ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
			you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

√ None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Allison Shultes Digitally signed by Allison Shultes Date: 2022.08.01 08:35:02 -04'00'

8/1/2022

Signature

Date

- · Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee			
OI TOURING THE COLUMN			
Trustee Name: Johna Stapf			
Name of Charter School Education Corporation:			
Genesee Community Charter School			
1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Community Representative			
 Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school. 			
3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation.			

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
	Richard Control of the Control of th
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., dld not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to
		250	
2.			
	*		
		ĵ.	

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

None

لسحا	MOUG			
Organizati conductin business w the school	ng business rith conducted	value of the	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
				¥
		:		
				M.

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Signature

(Dat

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee Trustee Name: Kevin Sutherland Name of Charter School Education Corporation: Genesee Community Charter School 1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Treasurer 2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes 🗹 No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school. 3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? If Yes, please describe the nature of your relationship and if the

student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation. Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.	1?
5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities? Yes No If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.	

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

✓ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	5 875 475 4779 A 14 14 14 14 14 14 14 14 14 14 14 14 14		

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Signature

8/1/2022

Date

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

N	ame:
Ta	asha Y. Stevens
if	ame of Charter School Education Corporation (the Charter School Name, the charter school is the only school operated by the education orporation):
Ģ	enessee Community Charter School
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative). Parent Representative, community representative
2.	Are you an employee of any school operated by the education corporation? YesxNo
	If Yes , for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.
3.	Are you related, by blood or marriage, to any person employed by the school?
	If Yes , please describe the nature of your relationship and how this person could benefit from your participation.
4.	Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
	No
	If Yes , please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes	Х	No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write None. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

None

Date(s)	Nature of financial interest/transacti on	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
---------	--	--	---

Please write "None" if applicable. Do not leave this space blank.

- 1			
0	k 1	į.	
	i.		
	1	ľ	

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation <u>and</u> in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

None

Organization conducting business with the school(s)	Nature of business conducted	Approximat e value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Tasha Y. Stevens Tasha Stevens (Jul 31, 2022 09:16 ED) Signature	Date 7/30/22
Please note that this document is considered be made available to members of the public Information Law. Personal contact information	upon request under the Freedom of
Business Telephone:	N/A
Business Address:	N/A

Disclosure of Financial Interest by a Current or Former Trustee

T	Trustee Name:				
T	raci C. Terrance				
	ame of Charter School Education Corporation: enesee Community Charter School (GCCS)				
_	enesce community criation (acces)				
1.	List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).				
	Parent Representative				
2.	Are you related, by blood or marriage, to any person employed by the school and/or education corporation?				
	Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.				
3.	, , , , , , , , , , , , , , , , , , , ,				
	student currently enrolled in a school operated by the education corporation? Yes No				
	If Yes , please describe the nature of your relationship and if the student could benefit from your participation.				
	Parent of a current GCCS student.				

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	Yes No
	If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

1	None
---	------

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>a.</i>			
e			

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

✓ None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
			3	

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

N/A	
Business Address:	
N/A	-1

Frac C Fers

07/31/2022

Signature

Date

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee

Jessica WinterHALT Wanner	
Name of Charter School Education Corporation:	
Genesee Community Charter School	
 List all positions held on the education corporation Board of Trustees ("Boa (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). 	rd"
parent rep. Sit on Diversity Racial Equity Committee Sit on Resonnel Committee	
sit on Resonal Committee	
2. Are you related, by blood or marriage, to any person employed by the scho and/or education corporation?	ool
Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.	
 Are you related by blood, or marriage, or legal adoption/guardianship to a student currently enrolled in a school operated by the education corporation 	•
Yes No	
If Yes, please describe the nature of your relationship and if the student could benefit from your participation.	
parent of 3rd grader Lucia Wanner	
il of the O	

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation.
5.	Are you a past, current, or prospective employee of the charter school,
	education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?
	Yes No
	If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

図	None
---	------

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
			you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

None

L NOR	10			
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:	
Business Address:	
NIA	
^	
	- 7/30/ZZ
Signature	Date

- Digitally certified PDF signature
- · Print form, manually sign, scan to PDF

Disclosure of Financial Interest by a Current or Former Trustee	_
Trustee Name:	
Annemarie E Wess	
Name of Charter School Education Corporation: GCCS	
List all positions held on the education corporation Board of Trustees ("Board (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.). Community Member	
2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation? Yes No If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school. N/A	k
3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation? Yes No If Yes, please describe the nature of your relationship and if the student could benefit from your participation. N/A	

- Annemarie E Wess

4.	Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?
	Yes No If Yes, please describe the nature of your relationship and if this person could benefit from your participation. N/A
5.	Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities? Yes No If Yes, please provide a description of the position(s) you hold, your
	responsibilities, your salary and your start date.
	N/A

Annemarie E Wess

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check None.

√ None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

Annemarie E Wess

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check None.

V None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

- Annemarie E Wess

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



DocuSigned by:

8/1/2022

Signature C49984C7CF475...

Date

- · Digitally certified PDF signature
- · Print form, manually sign, scan to PDF



Genesee Community Charter School 2022-2023 Calendar

GCCS Board of Trustees Approved 4.13.22

	uniddidididi	a <i>lestiidiidi</i>	<u>liibliatiidid</u>		1	Seno	01 15 01	osett			,	W1 1/W		-	
August 2022						September 2022					October 2022				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
1	2	3	4	5				1*	2*	3	4	5	6	7	
8	9	10	11	12	5	6*	7	8	9	10	11	12	13	14	
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	
29	30	31*	T		26	2.7	28	29	30	31					

School is Closed

August:

Professional Development: 8/8-8/30 First Day for 1st-6th Grades: 8/31 12:45 Dismissal: 8/31 (No Buses) Kindergarten Screenings: 8/31

Staff only/No students

September: 21 days, 114 hours 12:45 Dismissal: 9/1-9/2 (No Buses)

Kindergarten Screenings: 9/1 – 9/2

Labor Day: 9/5

Half Day for Kindergarten: 9/6 (No Buses)

October: 19 days, 108 hours Professional Development: 10/7 Indigenous People's Day: 10/10

Half Day for Conferences

November 2022					December 2022					January 2023				
M	T	W	Th	F	M	T	W	Th	F	M T W Th			F	
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30	31			

November: 16 days, 92 hours

Professional Development: 11/11 Professional Development: 11/21-11/22

Thanksgiving Recess: 11/23-11/25 Exhibition Nights (end of 1st Trimester): December: 16 days, 87.5 hours

Family Conferences -11:45 Dismissal: 12/13

Winter Recess: 12/23-12/30

18 days, 100 hours January:

Winter Recess: 1/2

Professional Development: 1/3-1/4 Martin Luther King Day: 1/16

11/28 - 12/2

	Feb	ruary	2023		March 2023					April 2023				
M	T	W	Th	F	M	T	W	Th	F	M T W Th			Th	F
		1	2	3			1	2	3	3	4	5	6	7
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28
27	28	- 20			27	28	29	30	31					

15 days, 81.5 hours

Student-led Conferences - 11:45 Dismissal: 2/16 Student-led Conferences ONLY: 2/17

February Recess: 2/20-2/21

Professional Development: 2/22-2/24

March: 23 days, 125.5 hours

Exhibition Nights (end of 2nd Trimester):

Family Conferences -11:45 Dismissal: 3/21

15 days, 90 hours April: Spring Recess: 4/3-4/7

	N	Tay 20	23		June 2023						
M	T	W	Th	F	M	T	W	Th	F		
1	2	3	4	5				1	2		
8	9	10	11	12	5	6	7	8	9		
15	16	17	18	19	12	13	14	15	16		
22	23	24	25	26	19	20	21	22	23		
29	30	31			26	27	28	29	30		

21 days, 120 hours Professional Development: 5/26

Memorial Day: 5/29

14 days, 75.5 hours Conferences -11:45 Dismissal: 6/8 Exhibition Nights (end of 3rd Trimester):

6/12 - 6/16Juneteenth: 6/19

Last Day of School for Students-11:30 Dismissal: 6/21

Professional Development: 6/22-6/23

*NO RCSD BUSES (suburban residents

check with district)

School Hours: M, T, W, Th: 7:45 am - 2:45 pm F: 7:45 am - 12:45 pm

Number of **Instructional Days: 182** (excludes 8/31 since before 9/1) 994 Instructional Hours

2 Emergency Days

Additiional Emergency Make Up Days: 5/26, 6/22, 6/23

Genesee Community Charter School Organization Chart 2021-22

GCCS Board of Trustees

		Assistant School Leader	School Leader			
Coordinator of School Operations	(.75) Social Worker	Restorative Practices Coach	Music Teacher	Cod	ordinator As	ner on Special ssignment ncy Specialist)
(.5) Clerical Assistant	(.5) Communications Coordinator	Visual Arts Teacher	P.E. Teacher	Curriculum Coordinator	(.5) ENL (.5) Math Intervention	(.25) Intervention Coach
(.4) Food Service Assistant						
2 Kindergarten Teachers	2 First Grade Teachers	2 Second Grade Teachers	2 Third Grade Teachers	2 Fourth Grade Teachers	2 Fifth Grade Teachers	2 Sixth Grade Teachers
Teaching Assistant	Teaching Assistant	Teaching Assistant	Teaching Assistant	Teaching Assistant	Teaching Assistant	Teaching Assistant
Other contracted po (.2) Bookkeeper (.25). Information T (.25) Audio Visual/	echnology Specialist					