

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

**RIVER CAMPUS: FINAL Meeting Minutes**

**July 24, 2024 | 5:30pm**

Cunningham House Studio, 657 East Avenue, Rochester, NY 14607

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**GCCS at RMSC Board Members:** Adam Koneman, Colin Orr, Annemarie Wess, Allison Shultes, Kendra Cadogan, Maria Oliver

**Board Members Present:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Board Members Absent:** Annemarie Wess

**Board Vacancies:** RMSC Representative (2), Community Representative (1), Parent Representative (1)

**Educational Governance Council Members:** Kemouy Bhalai, Allison Carlson, Shannon Hillman

**Present:** Kemouy Bhalai\*, Shannon Hillman

**Absent:** Allison Carlson

**Invited Guests:**

- *Accounting & Payroll Specialist:* **Robin Blew**
- *General Counsel:* **Kirsten Barclay**
- *Interim Executive Director:* **Beth Mascitti-Miller**
- *GCCS Operations Corporation:* **Maureen Milke**
- **Kiersten Shinrock- Blankley\***
- **Ben Clarke**

**Legal Counsel Present:**

**Legal Counsel Absent:** Kirsten Barclay

NOTE: \* indicates that person participated remotely via ZOOM; names in **BOLD** are not eligible to vote

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**REGULAR AGENDA ITEMS**

**1. Welcome, Welcome Guests, Call to Order, Roll Call (Greeting), Review Meeting Logistics, Agenda Review and Approval**

- Welcome & Welcome Guests
- Call to Order:
  - Colin Orr called the meeting to order at 5:40pm.
- Roll Call & Greeting - A quorum is present.
- Review Meeting Logistics
- Agenda Review & Approval:

**Motion 20240724.1**

Upon motion of Colin Orr and duly seconded by Adam Koneman, RESOLVED, that the July 24, 2024 Agenda for the GCCS at RMSC meeting of the Board of Trustees be approved.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** none

**Abstaining:** none

**Motion 20240724.1 Passed:** 4 to 0

**2. Review & Approve Minutes**

The Board reviewed and approved the minutes from the meetings in the last month.

**Motion 20240724.2**

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, that the Meeting Minutes from the June 5, 2024 GCCS at RMSC Board of Trustees Meeting be approved.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver  
**Voting in the negative:** none  
**Abstaining:** none  
**Motion 20240724.2 Passed:** 5 to 0

## **OPEN FORUM**

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

Colin opened the meeting up to public comment at 5:50pm. No public comments were made.

### **4. Financial Report - May & June 2024 Financials; Sweep Account Update**

#### **May & June Financial Updates for GCCS at RMSC - Robin Blew**

Robin reviewed the year to date through June 30, 2024 summary sheet and the balance sheet that were discussed at the Finance Committee Meetings earlier this month and the dual report brings the Board up to date on through the end of the school year. Robin reported that the variance in revenue has stayed consistent due to the low enrollment vs. budgeted numbers. Robin reported on updates to the revenue line and expenses lines including: more revenue than anticipated to support the Food Service Program, Field Studies Program and higher expenses for field studies, facilities and school operations. There is nothing new to report on the balance sheet at this time.

#### **Sweep Account Update - Colin Orr**

We are activating a sweep account on our operating accounts with M&T Bank which will allow us to earn interest on funds by transferring them into an investment option at the end of each business day and return them every morning.

### **5. Executive Director Update: 23-24 Annual Board Report, Annual Report for NYSED Updates -Shannon Hillman**

Shannon shared updates and goal progress from the past month on the following topics:

- **23-24 Annual Board Report:**
  - Shannon gave a high level review of the Annual Board Report for the 2023-2024 school year that was shared with the Board. This report shares key factors and important indicators in organization structures, successes and challenges, and programmatic goals along GCCS's journey to continue to meet the educational needs of our community in Rochester. The report covers *Board Governance & Finances, Enrollment, Recruitment & Retention, and Programmatic Progress, Student Achievement, and Professional Growth.*

### **6. Committee Updates**

- a. **Discipline:** No report.
- b. **Governance:** No report.
- c. **Personnel: 2024-25 Staff Handbook Approval; New Hires; Severance Package Approval; Interim Executive Director Hire Approval**

#### **2024-2025 Staff Handbook Review & Approval:**

The Staff Handbook has been reviewed by the HR consultant, attorney and is presented to the Board for approval.

#### **Motion 20240724.3**

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, to approve the GCCS at RMSC Staff Handbook for the 2024-2025 school year.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.3 passed:** 4 to 0

New Hires:

The following candidates were presented to the Board for consideration and approval:

Amari McFadden has been offered a full-time classroom teacher position next school year at GCCS at RMSC and their acceptance is pending Board approval.

**Motion 20240724.4**

Upon motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to approve Amari McFadden for a full-time (1.0 FTE) classroom teacher position for the 2024-2025 school year at the annual 10-month salary of \$47,787.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.4 passed:** 5 to 0

Emma Celt has been offered a full-time classroom teacher position next school year at GCCS at RMSC and their acceptance is pending Board approval.

**Motion 20240724.5**

Upon motion of Colin Orr, and duly seconded by Allison Shultes, RESOLVED, to approve Emma Celt for a full-time (1.0 FTE) classroom teacher position for the 2024-2025 school year at the annual 10-month salary of \$48,743.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.5 passed:** 5 to 0

Enrique Mosman has been offered a full-time teacher assistant position next school year at GCCS at RMSC and their acceptance is pending Board approval.

**Motion 20240724.6**

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, to approve Enrique Mosman for a full-time (1.0 FTE) teacher assistant position for the 2024-2025 school year at the annual 10-month salary of \$32,120.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.6 passed:** 5 to 0

Nicolette Ferguson has been offered a full-time teacher assistant position next school year at GCCS at RMSC and their acceptance is pending Board approval.

**Motion 20240724.7**

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, to approve Nicolette Ferguson for a full-time (1.0 FTE) teacher assistant position for the 2024-2025 school year at the annual 10-month salary of \$40,040.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.7 passed:** 5 to 0

Salena Miller has been offered a full-time classroom teacher position next school year at GCCS at RMSC and their acceptance is pending Board approval.

**Motion 20240724.8**

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, to approve Salena Miller for a full-time (1.0 FTE) classroom teacher position for the 2024-2025 school year at the annual 10-month salary of \$50,000.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.8 passed:** 5 to 0

**Severance Package Approval:**

**Motion 20240724.9**

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, the Board hereby ratifies the agreement with the employee previously identified in executive session, and authorizes payment amount in said agreement be withdrawn from the GCCS – RMSC investment account.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.7 passed:** 5 to 0

**Interim Executive Director Hire Approval:**

Dr. Elizabeth Mascitti-Miller has been offered the Interim Executive Director position for next school year at GCCS Flour City and their acceptance is pending Board approval. This is a shared position across both schools—with the role at GCCS Flour City being .4 FTE and .6FTE at GCCS at RMSC.

**Motion 20240724.8**

Upon motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to approve the contract with Dr. Elizabeth Mascitti-Miller as the Interim Executive Director at GCCS at RMSC for the period of August 1, 2024 - June 30, 2025 at the annual salary of \$75,000.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.8 passed:** 5 to 0

d. **Safety:** Public Comment Notice for GCCS Safety Plans

Draft versions of the district safety plan were opened for public comment at last month's meeting for the 30 day required period. No public comments were made. Both the district and building safety plans are now presented to the Board for approval:

**Motion 20240724.9**

Upon motion of Allison Shultes and duly seconded by Colin Orr RESOLVED, to approve the GCCS at RMSC District & Building Safety Plans for 2024-2025 school year.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.9 passed:** 5 to 0

e. **Diversity & Racial Equity:** No report.

f. **Community Development & Engagement:** (See ED Update)

g. **District Instructional Leadership Team:** No report

**OUTSTANDING BUSINESS**

**7. Lease Amendment Agreement Review**

The Lease with the RMSC has been amended for the upcoming year, with an option for an additional year. The price has increased by 5% and has been built into the budget for this school year.

## **OTHER NEW BUSINESS**

### **8. Contract Approvals for 2024 - 25: TES Staffing; Center For Youth**

The Board reviewed and approved the presented contract from TES for the 2024-2025 school year. TES Staffing provides staff services including substitute teachers, teacher aides, etc.:

#### **Motion 20240724.10**

Upon motion of Colin Orr, and duly seconded by Kendra Cadogan, RESOLVED, that the contract with TES Staffing to provide staffing services for GCCS at RMSC for the 2024 - 2025 school year be approved as presented.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** none

**Abstaining:** none

**Motion 20240724.10 Passed:** 5 to 0

GCCS at RMSC is looking to work with the Center for Youth to provide services for staff as it pertains to behavior interventions, staff have training with restorative practices and in other areas to support student's social-emotional growth.

#### **Motion 20240724.11**

Upon motion of Colin Orr, and duly seconded by Allison Shultes, RESOLVED, that the contract with The Center for Youth Services, Inc. to provide direct services and intervention support services for September 1, 2024 - June 30, 2025 school year be approved as presented at an not to exceed yearly amount of \$52,500.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** none

**Abstaining:** none

**Motion 20240724.11 Passed:** 5 to 0

## **EXECUTIVE SESSION**

### **9. Executive Session was called at this meeting to discuss the summer board retreat.**

#### **Motion 20240724.12**

Upon Motion of Colin Orr, and duly seconded by Allison Shultes, RESOLVED, to enter into Executive Session at 7:42pm.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** none

**Abstaining:** none

**Motion 20240724.12 Passed:** 5 to 0

#### **Motion 20240724.13**

Upon Motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, to exit Executive Session at 7:55pm.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** none

**Abstaining:** none

**Motion 20240724.13 Passed:** 5 to 0

## **MEETING WRAP-UP**

### **10. Review Actions & Agreements, Confirm Meeting Dates**

**Action Items/Reminders**

- Next Meeting Date: Wednesday, August 21, 2024, 5:30 - 7:30pm

**Adjournment:****Motion 20240724.14**

Upon Motion of Colin Orr, and duly seconded by Maria Oliver, RESOLVED, that this meeting of the GCCS at RMSC Board of Trustees be adjourned at 7:58 pm.

**Voting in the affirmative:** Adam Koneman, Colin Orr, Allison Shultes, Kendra Cadogan, Maria Oliver

**Voting in the negative:** None

**Abstaining:** None

**Motion 20240724.14 Passed:** 5 to 0

Respectfully Submitted,  
Allison Shultes  
Secretary of GCCS at RMSC Board of Trustees