

**Board Meeting Minutes**  
**Global Community Charter School**

August 11, 2021

6:37 p.m. – 9:23 p.m. (scheduled to convene at 6:30pm)

*Minutes of the meeting of the Board of Trustees (BOT) for Global Community Charter School (GCCS) held on July 21, 2021 in the school building at 2350 Fifth Avenue and by videoconference.*

JZ noted quorum and called the meeting to order at 6:37 PM.

Roll Call

BOT in attendance: Priyanka Gandhi (PG); Juanita de Castro (JC); Anna Houseman (AH); Misbah Budhwani (MB)

BOT by video conference: James Zika (JZ); Mary Jilek (MJ); Luke Copley (LC); Nick Pozek (NP); Ibrahim Yusuf (IY); Martha Zornow (MZ)

GCCS Staff in attendance: Bill Holmes (BH)

GCCS Staff by video conference: Kristan Norgrove (KN)

Public: Nora Clancy (NC)

Public Comment

None.

Approval of Minutes

PG moved, and MZ seconded, a motion to approve the Minutes from the July 21 Regular BOT Meeting. The motion passed (PG, AH, JC, JZ, MJ, NP, IY, MZ).

Items for Vote

JZ led the discussion on the Family Handbook and notable changes to the discipline policy, which is part of the Family Handbook. BH presented the changes to the discipline policy that are contained in the Family Handbook. MZ mentioned the need to include the middle school schedule and location, as well as language around the schedule being a “sample.” NP noted the necessary inclusion of “they” pronouns. MZ moved, and JZ seconded, a motion to approve the Family Handbook for the 2021-2022 School Year with the additional changes as suggested by BOT members during the meeting and over email. The motion passed unanimously.

JZ led the discussion on the Staff Handbook, and BH answered questions about notable changes. MJ discussed the need to include additional language around sexual harassment policies, and NP suggested the use of gender-inclusive language. KN and MZ offered adjustments to the mandated reporting section. AH moved, and IY seconded, a motion to approve the Staff Handbook for the 2021-2022 School Year pending the additional changes as suggested. The motion passed unanimously.

JZ led the discussion on the Fiscal Policy Manual about notable changes. PG moved, and JC seconded, a motion to approve the Fiscal Policy Manual as presented to the BOT. The motion passed unanimously.

BH provided detail around bids for furniture orders required for various classrooms and answered questions. MJ moved, and JC seconded, a motion to approve procurement of furniture from Worthington Direct at the price quoted. Motion passed (PG, MB, JC, JZ, MJ, NP, IY, LC, MZ).

KN explained changes to the Organizational Chart to include interventionists and answered BOT questions regarding the role. MJ inquired about the status of the vacant operations manager role and the related strain on the capacity of the operations team. BOT requested that BH look into additional operations hires to provide coverage at both the elementary and middle school. PG moved, and MB seconded, a motion to approve the Organizational Chart as presented to the BOT, acknowledging that there would be future adjustments on the operations side. Motion passed (PG, MB, JC, JZ, MJ, NP, IY, LC, MZ).

BOT and NC discussed the Renewal Application and its various components. NC answered BOT questions around specific language and sections and outstanding items. MB moved, and IY seconded, a motion to approve the Renewal Application for submission to the NYSED. Motion passed (PG, MB, JC, JZ, MJ, NP, IY, LC, MZ).

BOT discussed the timing of the September Regular BOT Meeting and agreed to hold the meeting on September 22, 2021.

#### BOT Self-Review Results

NC provided an overview of the results from the BOT Self-Review survey and recommendations for improvement. BOT discussed approaches to remedy current gaps. AH and JZ agreed to take on administrative items with additional topics to be taken on by the strategy task force. BOT agreed to revisit over the next few BOT meetings.

#### Middle School Expansion

BH provided an update on the status of the middle school and its readiness for opening.

#### Board Strategic Goals

NP provided the BOT with an overview of strategic goals as determined by the Strategy Task Force.

#### Fundraising

JC offered an update from the latest Fundraising Task Force meeting, including a full year budget for fundraising.

#### Finance

LC provided details about updates to GCCS finances and BH answered BOT questions around current financial state and expectations.

#### Other

KN and BH updated the BOT on the midterm site visit report and requested feedback.

BOT entered into Executive Session at 8:37 p.m. to discuss personnel matters. BOT exited Executive Session at 9:23 p.m.

Adjournment

JZ adjourned the meeting at 9:23 p.m.