

Board Meeting Agenda
Global Community Charter School

July 24, 2019

6:10p.m. – 9:07p.m. (scheduled 6:00-8:30pm)

Minutes of a regularly scheduled meeting of the Board of Trustees (BOT) for Global Community Charter School (GCCS) held on July 24, 2019 in the school building at 2350 Fifth Avenue.

JZ called meeting to order at 6:10 PM

Roll Call

In attendance: Mary Jilek (MJ); Christopher Buffum (CB); Rob Moser (RM); Peter Kauffman (PK), James Zika (JZ), Kate McGovern (KM)
Staff: Bill Holmes (BH); Kristan Norgrove (KN)
Public Comment: N/A

JZ moved to approve minutes from the June BOT meeting. MJ seconded. KM and RM abstained. All others in favor. Motion passed.

Items for Vote

Changes to Handbook Sections 4, 5.4, and 9.5:

BH briefed the board on updates to the Staff Handbook. The new policies Change employees from 11-month to 12-month employees. Changes were made to the policy on employee leave; Sick Leave and Personal Leave will now be considered “Paid time off.” BH added that leave will not be granted in most cases during August PD and the first two weeks of the school year.

BH reported additionally, the new Handbook makes revisions to the language of the Employee Code of Conduct. In the *Equal Opportunity and Sexual Discrimination* section, the revised language is updated in accordance with 2019 New York State Law.

MJ suggested including additional information in the Handbook on how GCCS staff can contact the BOT if they wish to file a grievance.

RM motioned to approve the updated GCCS Staff Handbook, pending the addition of the BOT email address to section 4.10, KM seconded. CB, PK, MJ, JZ in favor. Motion passed.

Financial Policy:

BH reported there are no changes to the previous version of the GCCS Financial Policy..

MJ motioned to enact the drafted Financial Policy for FY 2020. RM seconded. KM, CB, PK, JZ in favor. Motion passed.

Tuition Reimbursements:

Four staff members have submitted documentation for tuition reimbursement in accordance with GCCS policy.

RM Motioned to disburse \$6,000 in BOT reserve funds to cover tuition reimbursement for eligible staff members who filed requests. MJ seconded. KM, CB, PK, JZ in favor. Motion passed.

Strategy and Governance

JZ reviewed the current BOT Officer roster. The Task Forces will continue to meet regularly to advance long-term goals. The BOT will focus on Board recruitment efforts to fill additional BOT needs.

MJ provided overview of expectations for BOT membership. BOT members should be actively engaged in attending regularly-scheduled BOT meetings and contributing to a Task Force.

CB motioned to maintain the BOT Officer Slate as currently constituted, in effect through July, 2020. JZ seconded. MJ, KM, PK, RM in favor. Motion passed.

JZ appointed KM as the EAC Chair.

JZ led discussion of the BOT meeting schedule. The BOT will continue to meet on the third Wednesday of every month for the upcoming year.

Highlights from Recent Meetings

JZ and MJ gave an update on recent meetings with David Frank and Eric Joerss. The BOT discussed a planned approach for engagement with community and local leaders in the coming year.

Middle School Task Force Update

BH and KN presented a high-level overview of middle school planning and timeline. Board discussion on pros and cons to timeline, and agreement on next steps.

CAO Report

Co-teaching Model

KN spoke through a proposal for a key design element change regarding our co-teaching model. The proposal is that for grades K-2, the school would keep a co-teaching model, whereas for grades 3-5 there would be 2 teachers in ICT classes. For regular classrooms, there would be only 1 teacher per classroom. The BOT will further discuss and vote on this change later in the year.

KN provided an analysis of Cut Scores.

KN gave an overview of the August PD schedule for new and returning staff. MJ asked if the school is fully staffed at this stage. KN noted the school is continuing to staff for three open teaching positions, to be filled in the coming weeks.

COO Report

BH provided a student and family recruitment update: 112 families have completed registration. The School will continue to follow up to collect outstanding documentation from families as needed for registration. The school will continue to monitor enrollment throughout the summer. The BOT will conduct a deeper dive into the strategy at the August BOT meeting.

Facilities

BH gave update on current school facilities and building work HVAC unit. BH noted the pre-K building work is on track.

JZ adjourned the meeting at 9:07 PM

All trustee meetings for the Global Community Charter School are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback. All trustees and members of the public must abide by Global Community Charter School norms around professionalism and civility in their comments, these norms can be found in our school handbook. Complaints against a specific employee or public comments that may reveal confidential information will, consistent with the open meetings law, be handled through our dispute resolution process or may be heard in executive session.