

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

*Sept 12th, 2012*

*6:30 pm - 7:00 pm*

*Mt. Zion Lutheran Church, 421 W 145th St., New York, NY*

**Meeting called to order at 6:40 PM EST by RB**

**Role Call: In Attendance:**

- Board Members: Rachael Beard (RB), Peter Prosol (PP), Sheronda Rochelle (SR), Pete Novak (PN), Shivon Zilis (SZ), Robert Moser (RM), Kate McGovern (KM)
- Staff: Phyllis Siwiec (PS)

**Public Comment**

- None

**General Issues - RB**

- Minutes
  - **Resolution: PN motions to approve minutes; RB seconds; unanimous approval.**
- Change in Organizational Structure
  - **Resolution: RB moves to change organizational structure to have an Operations Manager in cooperation with CSBM in lieu of a CFO; PN seconds; unanimous approval.**

**Head of School Report (PS):**

- Opening Day:
  - Difficult opening. Planning was done as it should have been but unforeseen circumstances caused bus transportation and food service to not run smoothly. Staff members pooled together to step in. Impromptu after school meeting was held to expedite necessary changes.
  - A Social Worker resigned.
- Organizational Chart
  - RB and PS discuss stage of organization chart. They will follow up on current status.
- Student Overview:
  - 145 first day
  - Clear that some students were still shopping schools
  - Now total of 140 students in the classrooms, 5-6 on delayed start (still on

- vacation / stuck out of country)
  - Charter School compensated on student attendance per day, but more dire when student's start date more important
  - 68 hispanic, 70 african american, 1 white, 1 biracial
- Teachers:
  - Have 11 of 12 teachers (have a temporary teacher that will move to another role)
  - Teachers impressed by students
- UAP Classes:
  - Tap dancing for after school class
- Health:
  - Several students qualified for 504s which lead to the assignment of a full time free to the school nurse
  - 84% currently immunized, need to be at 100% within two weeks
  - Difibulators mounted, posters up
- Parent Liason:
  - PP wants to nominate a parent. Will follow up with him.
- Facilities: (RB question)
  - Discussion regarding building lease and down payment.
- Grants:
  - RB: SSF grant needs to be submitted (up to 200K)
  - Resolution: Finance group will give an update on research on loan and fundraising
- Materials Cost:
  - PS: Had a budget but bids from companies have been astronomical. Asked David Ruby to research what others estimate for 100 kids - \$90k was the standard.
  - PS: We have quite diverse needs so as a result it will be higher than normal (language and level). PS is trying to get subsidies from large companies, tests from smaller companies
  - PS: David is in the process of updating the budget. We can look to Walton to fill the gap

## **Financial Report**

- PP Overview as of Jul 31st
- Items to note:
  - SPED - totals currently under projection
  - Need to have some combination of Walton / SSF / other fundraising committed to reach initial revenue projection
  - The board / David need to have a fully updated staffing / expense list as the school compensates to fill needs
  - SR: Asks about whether line of credit will still be explored. PP: Yes
  - Fundraising:

- SSF Grant: Charter Schools in private settings \$150K -- Volunteers to put together a document
  - Walton Grant: Interview Monday
- Resolution: Set up a standing meeting between RB, RM, PN, SR, KM.
- **Action Items:** Walton (RB, PS), SSF (TBD), Recruiting Board Members (All), Race to the Top (RM), Sourcing other grants (RM), Contingency budget (PS, David Ruby), Loan (PP), Books (Non-fiction, homework for all)
- \*\*\*Could not vote on FTP due to additional required change

## Governance

- **Dashboard:**
  - RM update: had created a first draft, highlighted key items for discussion that board members / head of school should weigh in on.
  - RB and RM discuss have a monthly plan. Group agrees.
  - RM need to determine how to include IB principles
  - SZ asks about data collection mechanism. TBD.
  - **Action Items:** Board / head of school review of dashboard for interim commenting and discussion at the next meeting. RB requests that each member thinks about 3 high level strategic principles for each subgroup
- Head of School Evaluation:
  - SZ gives overview, shares first draft. Cites need for alignment with dashboard
  - Further discussion tabled for now
  - PS feels that the evaluation needs to focus on internal leadership building and external relations

## Academic Report:

- **Employee Handbook**
  - Need amendment to the layout of the handbook
- **Website Update**
  - PN gives overview. It's up and running. Hosted at Wicks - easy, visually modifiable. Looks great.
  - **Action Items:** still need some text addition, formatting, calendar content, and the official version of the guide book to be uploaded, 100 word bio and photos, uploading board minutes

Notes for Next Meeting:

- **Anti-bullying**
- **Re-approve bylaws**

## Adjournment

- **Resolution: RB moves to adjourn at 9:04 PM; seconds; unanimous approval.**

