

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

August 19, 2020

6:01 p.m. – 8:33 p.m. (scheduled to convene at 6:00pm)

*Minutes of the meeting of the Board of Trustees (BOT) for Global Community Charter School (GCCS) held on August 19, 2020 in the school building at 2350 Fifth Avenue and by videoconference.*

JZ noted quorum (JZ, MJ, KM and RM in attendance) and called the meeting to order at 6:01PM

Roll Call

BOT by video conference: James Zika (JZ); Mary Jilek (MJ); Kate McGovern (KM); Rob Moser (RM); Ibrahim Yusuf (IY); Peter Kauffman (PK); Nick Pozek (NP)

GCCS Staff: Bill Holmes (BH)

GCCS Staff by video conference: Kristan Norgrove (KN)

Parent Representation: None

BOT Candidates by video conference: Priyanka Gandhi and Damaris Herron-Watkins

Public by video conference: None

Public comment

No public comment.

Approval of July and August Minutes

MJ moved, and RM seconded, a motion “to approve Minutes from the July 21 Regular BOT Meeting.” The motion was passed unanimously (JZ, MJ, NP, RM) with IY abstaining.

MJ moved, and JZ seconded, a motion “to approve Minutes from the August 13 Emergency BOT Meeting.” The motion was passed unanimously (JZ, MJ, NP, RM) with IY abstaining.

Employee and Family Handbooks

BH discussed the changes made to the Employee Handbook from last year. Highlighted changes included changes to the Parental Leave policy, parking policy and we modified the vacation accrual policy for 2020-2021. JZ confirmed with BH that Little Bird did their review of the Staff Handbook. We discussed changes made to address the current COVID situation as well as the distinction between a leave versus an accommodation. MJ reiterated the need to maintain clear documentation of leave and accommodation requests.

Noting no further discussion, MJ moved, and NP seconded, a motion “to approve the SY20-21 Employee Handbook as presented.” The motion was passed unanimously (JZ, MJ, NP, RM, KM, IY).

BH discussed the changes made to the Family Handbook from last year. Highlighted the major change being the inclusion of the Parents Bill of Rights. BH indicated this document did undergo a legal review. JZ asked about the logistics of having families execute the signature page. There were additional edits highlighted by the BOT including the formatting of the table on page 9, inclusion of a higher resolution image of the School Calendar and the correction of

the school year reference on page 41 from 2019-20 to 2020-21. The BOT noted a number of “current year”, post-COVID updates they would like to see (i.e. K-5 reference to PK-6, the noting of more on-line instruction in various sections such as statements about our use of Zoom, are Parent Groups meeting this year and how, do we do online instruction when it snows, etc.) The BOT agreed that additional revisions should be made to the Family Handbook and brought back to the BOT for approval.

#### Policy Changes

BH introduced the Data Privacy Policy and Parent Bill of Rights. MJ asked who our appointed Data Protection Officer will be. BH indicated the GCCS Data Protection Officer is Marelene Lora. We discussed how School Leadership is planning to introduce these new policies to staff.

Noting no further discussion, RM moved, and JZ seconded, a motion “to adopt the Data Privacy Policy and Parent Bill of Rights as presented.” The motion was passed unanimously (JZ, MJ, NP, RM, KM, IY, PK).

Noting no further discussion, KM moved, and MJ seconded, a motion “to adopt the Data Privacy Policy and Parent Bill of Rights as presented.” The motion was passed unanimously (JZ, MJ, NP, RM, KM, IY, PK).

#### Approval of June Minutes

The BOT discussed a minor edit to the draft minutes presented. After making the edit, and noting no further discussion, MJ moved, and JZ seconded, a motion “to approve Minutes from the June 24 Regular BOT Meeting.” The motion was passed unanimously (JZ, MJ, NP, RM, KM, IY, PK).

#### Middle School Expansion / Construction

BH introduced the current status of obtaining bids for a Project Management firm to assist GCCS with Middle School Expansion and Construction considerations and planning. We have received the attached bid from DBI and are awaiting a bid from Macro Project Management. BH doesn’t believe we will receive a bid from Civic Builders. We discussed the post-COVID real estate market and what our options might be moving forward. BH reiterated the situation pushing us to consider a new Project Management firm.

#### Board Recruitment

JZ introduced that we have all the paperwork necessary to consider Priyanka Gandhi as a member of the BOT. The BOT discussed her candidacy and thanked Priyanka for her participation to date.

Noting no further discussion, MJ moved, and JZ seconded, a motion that “After review of a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by Priyanka Gandhi is genuine, and having reviewed the application in its entirety, has voted to select Priyanka Gandhi as a member to its Board of Trustees, with a term expiring on 8/31/2023, pending approval by NYSED.” The motion was passed unanimously (JZ, MJ, NP, RM, KM, IY, PK). The resolution approving Priyanka Gandhi will be formally adopted upon SED’s approval.

### Fundraising Task Force Update

KM presented and discussed the task force materials attached to the Agenda. There will be no Tastes and Toasts on October 14th and instead, the task force is considering other options. The BOT discussed some questions and concerns with the proposed training by Bridge Philanthropic Consulting.

### Strategy Task Force Update

JZ presented an update on the task force activity and plans to engage Dan Pasek. There is a meeting Friday.

### Finance Committee Update

BH discussed the current activities for Audit preparations. RM asked about any findings from last year for which we have concern this year.

### Education and Accountability Committee Update

KM discussed the highlights of the last EAC meeting including the need to hire a new PYP Coordinator. PK asked about how we are balancing IB with the state standards and how that affects the hiring of a new PYP Coordinator. KN elaborated on this topic, thoughts on hiring internally and how we are making IB work in a COVID environment.

### Chief Academic Officer Report

KN discussed plans for re-opening and recent academic staff activities, she is focussing on staff safety and security issues. KN noted that there continues to be movement in the split in the types of learning desired by families (remote, in-person, etc). We discussed the remote learning attendance practices proposed for this year as well as the Zoom practices for staff and families.

KN discussed our preparation and readiness for Middle School opening (i.e. in person Middle School orientation). KN outlined current Professional Development activities underway and planned. MJ asked about the operational PD we have planned, BH discussed.

### Chief Operating Officer Report

BH discussed operational and facilities plans and activities for re-opening. BH highlighted a number of food service and hydration issues and solutions we plan on implementing. MJ asked about Media Center practices (i.e. sharing of books) and traffic flow through the building, KN discussed.

BH discussed student retention. We currently have 524 enrolled, 506 in K-6 which is 20 more than we used in our budget. We do expect some will transfer out but have a cushion. KM asked about the PK program. KN indicated that we currently have 14 enrolled in-person and 4 planning remote learning.

### Annual CAO and COO Evaluations

MJ introduced the agenda item and how we normally approach these evaluations. MJ presented a proposed survey which is shorter in length that we might use this year. Discussed that the BOT will initiate this survey shortly and schedule a meeting to review and analyze the results captured.

### Items for Future Meetings

MJ presented that the BOT needs to review the Performance Framework and ByLaws for possible updates. These should be reviewed by BOT members as the BOT will schedule these reviews on a future BOT Agenda.

### Adjournment

MJ adjourned the meeting at 8:33 PM.

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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.