

Global Community Charter School
Board Meeting Agenda

July 19, 2017

6:40 p.m. – 9:12 p.m. (scheduled 6:30-8:30pm)

Minutes of a regularly scheduled meeting of the Board of Trustees (BOT) for Global Community Charter School (GCCS) held on July 19, 2017 in the school building at 2350 Fifth Avenue

Call to order at 6:40 p.m.

Roll Call

In attendance: Mary Jilek (MK); Kate McGovern (KM); Rob Moser (RM); Christopher Buffum (CB) By Skype: Kenita Lloyd (KL), Aditya Jeet (AJ), Peter Kauffman (PK), Annie Flores-Nuñez (AF).

Staff: Bill Holmes (BH), Kristan Norgrove (KN)

Public: N/A

Public comment: N/A

Minutes for the meetings of May 17, 2017 and May 23, 2017 approved as distributed. MJ made correction to June 21st meeting (presence of 1 member of public had been omitted). Minutes were approved with this edit.

Strategy & Governance

Leadership Transition Update

BH and KN presented updates to org chart including addition of roles for 2 Instructional Coaches, Director of School Improvement, Library/Media Specialist, and Director of School Culture and Training.

RM moved to approve new org chart. KM seconded. All in favor. Motion carried.

KN presented Turnaround school review, debriefed various strategies for turnaround actions. Discussed offsite Leadership Retreat for 7 staff on August 2-3; Discussion of the possible use of SchoolWorks to assist school through renewal process as independent party.

Academics

Summer School Update – 7:20

BH reported on summer school program: 92% attendance. Approximately 100 parents attended informational meeting on supporting children's literacy on Wednesday.

Potential to connect with Mission Society for future programming

School Operations and Finance

Chief Operating Officer Report - 740

BH provided update on new layout for school; landlord approved changed use of space and offered school use of billboard on outside of school. BH will assess need for contractor to make needed changes to building.

Recruiting – 7:45

BH provided update: 430 students enrolled for 2017-18 school year. Projected 440-450 students to start year. School needs to push aggressively for Kindergarten enrollment. Staff: Hiring process underway; offers have been extended to personnel needed to fill instructional roles. 2 4th grade teachers left and Kindergarten teacher on maternity leave

BH: led discussion of Employee Handbook; 15 days of vacation time are being decreased to 10 for administrators. Proposed change of sick/personal days to 7/3 instead of 5/5. Blackout dates for the use of personal days during testing weeks, last 2 weeks of school year, and immediately preceding or following school vacation. Increased paid days for Jury Duty from 5 days to 10 days. MJ commented that on page 42, Human Resources Manager should be amended to Human Resources Coordinator.

KM made motion to approve employee handbook. MJ seconded. All in favor. Motion carried.

Finance Committee Report - 810

RM will schedule call for this month for Finance Committee Meeting

Other Board Business

Executive session (8:12)

BOT entered Executive Session at 8:12pm to discuss personnel issue. BOT exited Executive Session at 8:47pm.

Strategic Board Goals 8:48

Strategic Board Goals discussion moved to next board meeting.

Board Officer Roles 8:49

The following roles were discussed for the 2017-2018 academic year

Secretary – CB

Treasurer – Ibrahim Yusuf (IY) pending FPP re-approval

Vice-Chair – James Zika (JZ)

Chair – MJ

Education and Accountability Chair - PK

MJ made motion to endorse board leadership as constituted above. AF Seconded. All in favor. Motion passed.

Adjournment (9:12pm)

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.