March Board Meeting

> Date: 2026-03-27 10:00am
> Location: GCCS Middle School
> Participants: Kristan Norgrove, Luke Copley, Martha Zornow, Nick Pozek and Joe Sparr.

Meeting Notes

Approval of Past Meeting Minutes

- Discussion focused on approving minutes from September, October, November, December, January, and February.
- Minutes were circulated by email on March 2 and re-sent to the board on March 23.
- ***Conclusion: A motion passed to approve all specified minutes via omnibus approval.***

Review of Previous Action Items

- Policy Changes: Handbook revisions, including a PTO penalty clause, are pending attorney review (the lawyer was on vacation). No changes have been shared with faculty yet.
- Draft Resolution: Adding Doug is pending because required documents have not been received.
- Capital Prep: Communication initiated via an executive assistant. A meeting is scheduled for April 8 (week of April 6).

Summer Retreat Planning

- The board confirmed the need for a summer retreat; a poll will determine the best date.
- Timeline: Mid-July proposed—week of July 13 or July 20—to avoid the August school-year start.
- Location: Preference for off-site. Options include a meeting room at 72nd Street and 1st Avenue or another member's office space.
- Consider including a social event (e.g., dinner) at the end of the retreat.

Friday Half-Day to Full-Day Policy

- Changing Friday from half-day to full-day is a "material change" requiring Board of Regents approval.
- A formal request will be included in the renewal process for the year after 2027.

- Interim Plan: Offer an optional extended day on Fridays next year; families enroll at the start of the year.
- Challenges: Busing logistics (no service at both 12 PM and 4 PM) and anticipated pushback from middle school students.
- Incentives: Considering incentives for families, such as automatic enrollment in after-school for those who stay.

Lease Negotiation and School Facilities

- Lease: Negotiations are continuing. The landlord is considering extra charges tied to a $1 million investment in building repairs; their proposal is pending.
- Cooling Tower: The middle school's cooling tower is unreliable. Middle school students will move to the elementary building from mid-April through year-end.

Financial Status and Forbearance

- Forbearance: Must be lifted in April to access funds to fix the cooling tower.
- There is a risk of penalties for late document submissions; the team is working with counsel (Cliff Schneider) and US Bank to resolve this.
- Urged to start the forbearance-lifting process immediately to avoid funding delays.

Summer School Program

- A Bloomberg grant was secured for the summer program.
- Program will run for K–8: academics in the morning, enrichment in the afternoon.
- DYCD partner Children's Village will run their required K–5 program, including field trips and swimming.
- Bloomberg grant will cover academics for all grades and enrichment for middle school only.
- Attendance will be mandatory for some students based on academic performance.

Financial and Operational Review

- The school has over 120 days of cash on hand (requirement: 60). DSCR is 1.2 (requirement: 1.1).
- An investor call is planned for the first week of April.
- Payroll: The Executive Director is handling payroll via Paychex; discussion addressed whether this is the best use of her time given error risk.
- 403(b) Contributions: Inconsistencies identified; 95% reconciled. New process: deposits on the same day as payroll.
- Internal Controls: Segregation-of-duties review underway due to personnel changes; Fourth Sector is helping identify risks.

Independent Financial Review by Fourth Sector

- The board discussed hiring Fourth Sector for an independent review after the CFO's departure
- This option is more affordable than other quoted firms.
- *Conclusion: The board approved engaging Fourth Sector for the review with a budget up to $10,000, per the Finance Committee's recommendation.*

Cybersecurity and Access Control

- Two-factor authentication creates access issues when employees are on leave or depart, as it is tied to personal phones.
- Proposed Solution: Explore Google Voice numbers for work-related 2FA, paid by the school.
- This would allow authentication to be redirected if an employee is unavailable; Fourth Sector will include this in their review.

EIC (Education and Instruction Committee) Update

- High school placements are incomplete because charter schools have not finished their process; an update is expected at the next board meeting.
- Discussion on why some students decline specialized high school placements; a survey will be sent to families to understand their "right fit."
- Other topics included science-of-reading implementation and cell phone policies related to cyber issues.