

**Global Community Charter School**

**Board Meeting Agenda**

**September 21, 2016**

6:30 p.m. – 9:00 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 September 21, 2016 in the school building at 2350 Fifth Avenue*

Call to order at 6:34pm

**Roll Call**

In attendance: Kate McGovern (KM); Rob Moser (RM); Annie Flores (AF); Peter Kauffman (PK)

Via Skype: Mary Jilek (MJ); Tope Yusuf (TY)

Parent rep: Absent

Staff: Bill Holmes (BH)

Public: Ibrahim Yusuf (IY) (by Skype); Kenita Lloyd (KY); Chris Buffum (CB); James Zika (by Skype)

Public comment: N/A

MJ moved to approve minutes for the August 17 meeting. KM seconded. All in favor. Motion carried.

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**Strategy & Governance**

**Board Recruitment** (6:40) – AF

AF provided updates on recruitment. Strong pipeline with several interested candidates, one candidate withdrew candidacy due to other commitments. At least one candidate already started paperwork.

**Strategy and Governance** (6:50) - MJ

Discussion on strategic board goals for 2016-2017 and 3-year planning  
MJ led discussion on which board members should take ownership of which goals to finalize strategic board goals. Forward-looking goal to have 3-year strategic plan. RM made motion to approve 2016-2017 Strategic Board Goals. KM seconded. All in favor. Motion carried.

### Update of Parent Communication re: Middle School Decision

BH updated BOT on plan to reach out to parents of decision not to expand to middle school this year. GCCS staff is researching 6<sup>th</sup> grade options for rising 5<sup>th</sup> graders and will roll-out plan for helping families find strong middle school options.

### Renewal Site Visit Update

MJ led discussion on state visit to GCCS. Special meeting will be held on Tuesday, October 4, 2016 with renewal consultants to prepare for the visit.

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## **School Operations & Finance**

### **Finance Committee Report** (7:10) - RM

RM updated BOT on Finance Committee. Auditors recommended writeoffs on liabilities GCCS has been carrying, which indicates auditor approval of GCCS accounting practices. Financing provided to purchase i-Ready.

RM made a motion to accept the Finance Committee recommendation to set approximately \$24,500 of additional funds from prior year surpluses to the Escrow account bringing its balance to \$100,000. KM seconded. All in favor. Motion carried.

RM made a motion to accept the Finance Committee recommendation to set aside \$100,000 of cash amassed from prior year operating surpluses into a Board Designated Reserve Fund. The purpose of this Fund is to ensure the stability of the mission, programs, and ongoing operations of the Global Community Charter School and to provide a source of internal funds for organizational priorities such as building repair and improvements, program improvement opportunity, and capacity building. All spending of this Fund must be approved by formal resolution of the Board of Trustees. This Fund will be implemented and administered in concert with the other financial governance and policies of the Board and treated as a Non-Operating cash fund for day-to-day school operations and reporting purposes. AF seconded. All in favor. Motion carried.

### **Chief Operating Officer Report** (7:25) – BH

#### After-School Program

Parents had requested broader array of after-school programs. BH organized intentional enrichment programming in response to this request, including painting classes from organization that helped paint GCCS mural; dance/aerobics instruction; and sports/athletic activities based on permit obtained to use nearby park.

#### Food Service

BH reported students happier with food from new management contract. Food services company terminated employee for underperformance. Still working on permit for fire suppression system to cook food in GCCS kitchen.

#### Arts Grant

The Grey Foundation awarded Mr. Hughes a \$5,500 grant (applied for \$3,800) for new musical items.

#### Cause Effective Proposal

BH has explored hiring services of Cause Effective to train GCCS and BOT on fundraising and grant writing. BOT will reflect on the proposal.

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### **Academics**

#### **Education and Accountability Committee Report** (7:40) – PK

##### General Updates

PK provided updates on EAC meeting, including reflections from academic leaders on how 2015-2016 state test scores will be used to adjust 2016-2017 curricular planning.

##### Corrective Action Plan

GGCS staff have begun implementation of CAP. Staff currently collecting baseline assessment data, which should soon include i-Ready diagnostic assessments. Head of School working with state for final CAP approval.

#### **Head of School Report** (7:55) – BH (for Head of School)

##### First weeks of school update

First weeks of school have gone well, working to smooth bus schedules. Working to address understaffing in certain subjects, will update BOT on progress.

### **Other Board Business**

#### **Discuss and approve Language Policy - PK**

PK provided update on Language Policy based on EAC meeting comments. KM moved to approve updated Language Policy. RM seconded. All in favor. Motion carried.

#### **Discuss any updates to IB PYP Application and Action Plan - PK**

PK provided updates regarding IB PYP Application and Action Plan based on EAC meeting comments. BOT will provide feedback to IB PYP Coordinator in time for Oct. 1, 2016 application deadline.

### **Executive Session**

BOT entered Executive Session at 8:34pm to discuss personnel issue.

Adjournment at 9:00pm

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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.