

Global Community Charter School
Board Meeting Agenda

May 17, 2017

6:30 p.m. – 9:30 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 May 17, 2017 in the school building at 2350 Fifth Avenue

Call to order at 6:30 p.m.

Roll Call

In attendance: Mary Jilek (MK); Kate McGovern (KM); Rob Moser (RM); Peter Kauffman (PK). By Skype: Annie Flores-Nunez (AF); Tope Yusuf (TY); James Zika (JZ); Kenita Lloyd (KL).

Staff: Bill Holmes (BH)

Public: N/a

Public comment: N/a

Minutes for the April 26 and May 10 meetings approved as distributed.

2017-2018 School Schedule/Friday PD discussion

Yve Ezrin and BH presented proposal for 2017-2018 school schedule, including a return to a weekly half-day Professional Development.

KM moved to approve half-day Professional Development each week. PK seconded. All in favor except RM opposed, AF abstained, KL could not vote. Motion carried.

Strategy & Governance

Update on CDFL Team Presentation – 6:55

BH and several BOT members attended presentation by grad students exploring options for GCCS expansion. BH debriefed various strategies GCCS could take to become more involved with the community.

Scheduling June Annual Meeting – 7:00

MJ led discussion on planning for the June annual meeting, which is longer to close out outstanding issues for the year.

Academics

Education and Accountability Report - 710

PK and BH provided short debrief, there had not been an EAC meeting since the prior BOT meeting. Noted that with New York standards changing from CCLS, that will affect GCCS, most schools in the state will be grappling with the change.

PYP Site Visit Prep Update – 7:20

BH provided update on preparations for the IB PYP team site visit. BH and AB will send IB materials for the BOT to prepare, aim will be for BOT meeting with IB PYP team early on Day 2 of the visit.

School Operations & Finance

Chief Operating Officer Report (7:30) – BH

- BH provided update on summer school enrollment. Will consider expanding program eligibility criteria or waiving fee to expand enrollment.
- Auditors have begun reaching out for FY2017 audit.
- GCCS received permit for June 15 Field Day, first time having one.

Finance Committee Report (7:45) – RM

Discussion and motions on Proposals for Operating Surplus and Forecasted Cash Position

Rm led discussion on how best to use operations surplus to improve academic success of the school.

RM made: “A motion to accept the Finance Committee recommendation to set aside \$145,000 of cash amassed from operating surpluses into a Staff Retention 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 by providing a source of internal funds to support our commitment to staff retention programs and programs that make GCCS a desired place to work for our staff. 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.” KM seconded. All in favor. Motion carried.

RM made: “A motion to authorize payment of a 2017-2018 Longevity of Service bonus from the Staff Retention Reserve Fund. We would provide staff members who reach their 5 year anniversary with GCCS during the 17-18 school year a bonus payment of \$5,000 and those who reach their 3 or 4 year anniversary with GCCS during the 17-18 school year a bonus payment of \$1,500. These payments, reflected in their annual employment agreement, are payable in the September 30, 2017 pay period or the pay period following their 5 year or 3 year anniversary respectively, whichever is later. For staff in roles requiring certification, the payment will not be made until they fulfill their certification requirements.” MJ seconded. All in favor. Motion carried.

RM made: "A motion to accept the Finance Committee recommendation to set aside \$200,000 of cash amassed from operating surpluses into a Media Center 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 by providing a source of internal funds to support our commitment to utilizing the media center and media center resources as an important and core component to the learning programs of GCCS and the success of our students and staff. 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." CB 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 operating surpluses into a 2017-2018 Leadership Reserve Fund. In support of the new Chief Academic Officer (CAO) we are in the process of hiring and in recognition that this person will come on board with ideas for programs that we can not anticipate, the purpose of this Fund is to ensure we have a source of internal funds to implement new, time sensitive ideas and programs that are brought forward to the Board for consideration by the new CAO and Chief Operating Officer (COO) without impacting the stability of the ongoing budget and operations of the Global Community Charter School. This will allow us to be more nimble in addressing the needs of our students at this critical time in our two year renewal period, taking advantage of the many ideas we expect our new CAO to bring. All spending of this Fund must be approved by formal resolution of the Board of Trustees at the recommendation of the CAO and COO. 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. Any funds remaining in this Reserve Fund will be returned as Operating cash on June 30, 2018." MJ seconded. All in favor. Motion carried.

Discussion and motion to approve Proposed 2017-18 Budget

BH and RM led discussion on various updates to the budget for the 2017-2018 school year, including two full-time instructional coaches and a Director of School Culture, with a Q&A session for BOT members.

RM made a motion to approve the budget and organizational chart per the documents as presented by the Interim Head of School and Chief Operating Office, with a change of Media Specialist/Librarian to the academic side of the organizational chart. MJ seconded. All in favor. Motion carried.

Other Board Business

Executive session (8:00)

BOT entered Executive Session at 9:22pm to discuss personnel issue. BOT exited Executive Session at 9:30pm.

Adjournment (9:30pm)

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.