

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

July 21, 2020

6:38 p.m. – 8:55 p.m. (scheduled to convene at 6:30pm)

*Minutes of the meeting of the Board of Trustees (BOT) for Global Community Charter School (GCCS) held on July 21, 2020 by video conference.*

JZ noted quorum (JZ, MJ, KM, NP and RM in attendance) and called the meeting to order at 6:38 PM

Roll Call

BOT by video conference: James Zika (JZ); Mary Jilek (MJ); Kate McGovern (KM); Rob Moser (RM); Nick Pozek (NP)

GCCS Staff by video conference: Bill Holmes (BH), 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.

Organizational Core Values

KM and KN introduced the topic of Core Values, the process we went through to develop these Core Values as well as why they are important. KN spoke to each of the Core Values documented and responded to a number of questions from the BOT. There was a discussion about these Core Values appearing to be more staff facing and where we might appropriately share these Core Values with our GCCS stakeholders.

Noting no further discussion, MJ moved, and KM seconded, a motion “to adopt the Organizational Core Values of Student First, Diversity, Teamwork and Excellence as presented.” The motion was passed unanimously (JZ, MJ, KM, NP, RM).

Middle School Build-Out

BH discussed an update on the middle school build-out project, zoning issues, implications of the current situation and potential options for moving forward. BH discussed a recently available property on W 147th Street and School Leaderships recent visit to the property. There were a number of questions raised by the BOT including what are our next steps, how this impacts rental assistance and what is the current thinking of School Leadership as to how they might utilize this space.

BH also indicated that we were invited to the second round of the Walton Foundation grant process.

School Opening Plans

JZ introduced the agenda item, the 7/31 requirement for submission of an Opening Plan and asked KN for an update on the status of our preparation. KN provided an update on the status of our preparation of our plan and indicated that she will have a more detailed update for our

next BOT meeting. BH discussed a number of the facility safety requirements and many of the logistic challenges we have for opening. KM asked about the feedback we are hearing from staff concerning school opening.

BH shared a link for a fundraising effort for reusable masks (Made by Hanes)

<https://masks.com/products/global-community-charter-school-new-york-ny-mask-drive> .

#### Fundraising Task Force Update

KM discussed the recent activities of the Fundraising Task Force, their recommendation of rekindling the Strategy Task Force and the termination of our engagement with Bridge Philanthropic Consulting pending completion of the promised training.

BH introduced and the BOT discussed the Strategic Planning Proposal we received from Pasek Consulting.

#### Finance Committee Update

BH discussed that it is looking like we will have a small surplus from our 2019-2020 operations and that the annual audit process has begun and the BOT members need to complete their Annual affidavits. BH provided a PPP Loan update and that the loan should be 100% utilized in August.

#### Education and Accountability Committee (EAC) Update

KM shared an update on the activities of the EAC as reflected in the meeting minutes attached to the BOT Agenda.

#### Chief Academic Officer Update

KN discussed the attendance data from the Dashboard, the status of our technology device coverage for our students and an analysis of attendance of students with and without devices where the result indicated no noticeable difference. KN went on to discuss the status of summer planning and our readiness for our 6th grade program.

#### Chief Operating Officer Update

BH provided an update on the summer renovation projects, which are all on track. BH discussed the status of the updates to the Staff Handbook (as linked in the Agenda). JZ asked about the deadline for when we need to have the Staff Handbook completed in light of Little Bird needing two more weeks to complete the updates.

JZ proposed that we move the discussion and adoption of the Admissions Policy, Safety Policies to strengthen procedures for visitors, the updates to the Family Handbook and the new SED requirements of a Data Privacy Policy and Parent Bill of Rights to our next BOT Meeting. MJ also mentioned that we need to add the adoption of a School Calendar to our next BOT Meeting.

#### Board Officer Slate

JZ introduced the idea of and reasons why we might consider keeping the Board Officers as is for the time being. There was general consensus.

### Board Meetings

The BOT discussed keeping the Monthly BOT Meetings scheduled for the third Wednesday of each month. It was agreed.

### Future BOT Meeting Agendas

JZ discussed ideas around the Agendas for upcoming BOT Meetings including fundraising workshop / training, strategic planning meeting, review and vote of policy and handbook updates, etc. The BOT discussed when we would want to schedule our next meeting and any potential complications with rescheduling our next meeting. JZ will send the BOT members a Doodle for scheduling.

### Annual CAO / COO Evaluations

JZ asked BH and KN about their thoughts on expected response rate on a request to staff for input into the CAO / COO Evaluations. Expecting that we would get a reasonable response rate, the BOT decided that we would solicit staff input.

### Annual BOT Evaluation

JZ will initiate the BOT evaluation survey process.

### Other School Business

The BOT discussed proposed language that we will consider at the next BOT meeting when reviewing edits to the Staff Handbook concerning administrative staff vacation accruals for the 2020-2021 school year. The BOT is directionally supportive of this change being proposed in the Staff Handbook.

### Adjournment

JZ adjourned the meeting at 8:55 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.