

Global Concepts Charter School
Monthly Board of Trustees Meeting
July 27, 2016 – 7:00 P.M.
Minutes

The monthly meeting of the Board of Trustees of the Global Concepts Charter School was held at the Global Concepts Charter School, 1001 Ridge Road, Lackawanna, New York, and called to order by Dawan Jones at 7:05 p.m.

A quorum was established by roll call:

Present: Dawan Jones, Antonio Estrada, Anthony DeMarco, William Kruger

Excused: Suzie Mazella

Absent:

Other Tracy McGee, High School Principal/Interim CEO

Attendees: Lynda Spahr, Board Clerk

Antonio Estrada made a motion to approve the agenda as presented. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

New Business

Principals' Reports

William Kruger made a motion to receive and file the Principals' Reports as presented in the Board packets. Motion seconded by Antonio Estrada. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Item #2 – Secretary's Report

William Kruger presented the Secretary's report referring to various correspondence that all Board members received in their monthly packets for review. Anthony DeMarco made a motion to accept the Secretary's report as presented. Motion seconded by Antonio Estrada. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Item #3 – Treasurer’s Report

William Kruger made a motion to receive and file the Treasurer’s report as presented in the Board packets. Motion seconded by Antonio Estrada. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Item #4 –Regular and Annual Meeting Minutes for June 23, 2016

Antonio Estrada made a motion to approve the Board minutes as presented for the Regular monthly meeting dated June 23, 2016, and the Board minutes as presented for the Annual meeting dated June 23, 2016. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Operations

Antonio Estrada made a motion to approve High School educational materials for the 2016-2017 school year in the amount not to exceed \$17,603.75, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Antonio Estrada made a motion to approve K-8 curriculum materials for the 2016-2017 school year in the amount not to exceed \$41,642.47, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Antonio Estrada made a motion to accept the donation from Sprint of five (5) Slate 8” tablets to the Global Concepts Board of Trustees, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Antonio Estrada made a motion to accept the donation of \$10,000.00 in architectural services from Adelman Palmisano Architects, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Antonio Estrada made a motion to approve Adelman Palmisano Architect for design work for various Global Concepts design projects in the amount not to exceed \$25,358.00 minus \$10,000.00 donation for a total of \$15,358.00, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Antonio Estrada made a motion to approve two (2) new policies as recommended by the CEO and Chairman. See attached.

- Non-fraternization Policy
- Medical Leave of Absence

Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Antonio Estrada made a motion to approve employee buyback payment in the amount not to exceed \$53,928.00, effective July 13, 2016, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes

Mr. Kruger Yes

Motion passed.

Personnel

Anthony DeMarco made a motion to approve the 2016-2017 Staffing List as recommended by the CEO and Chairman. Motion seconded by William Kruger. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Anthony DeMarco made a motion to accept the following resignations, as recommended by the CEO and Chairman:

- Julie Schneggenburger – Grade 3 Teacher – effective June 23, 2016
- Katherine Pessecow – K-8 Substitute Teacher – effective June 23, 2016

Motion seconded by Anthony Estrada. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Anthony DeMarco made a motion to approve the following Fall 2016 Sports Coaches, as recommended by the CEO and Chairman:

- Varsity Boys Soccer – Head Coach – Anthony Mackiewicz
- Varsity Girls Volleyball – Head Coach – Nina Mann
- Flag Football 9-12 – Head Coach – Jack Graham

Motion seconded by Antonio Estrada. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes
Mr. Kruger	Yes

Motion passed.

Vendors

William Kruger made a motion to approve the following new vendors:

- W. B. Mason Office Supplies – formerly Ark Office Supply, due to merger
- Universal Publishing
- Mastery Education

Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada	Yes
Mr. DeMarco	Yes

Mr. Kruger Yes

Motion passed.

William Kruger made a motion to approve payment to Harter Secrest & Emery for legal services rendered over the retainer in the amount not to exceed \$18,589.00, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada Yes
Mr. DeMarco Yes
Mr. Kruger Yes

Motion passed.

William Kruger made a motion to approve Schindler Elevator Corporation for the annual high school elevator renewal service in the amount not to exceed \$1,900.68, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada Yes
Mr. DeMarco Yes
Mr. Kruger Yes

Motion passed.

William Kruger made a motion to approve reimbursement from the Cafeteria fund to the General fund for cafeteria start-up, in the amount not to exceed \$20,000.00, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada Yes
Mr. DeMarco Yes
Mr. Kruger Yes

Motion passed.

William Kruger made a motion to approve Sisters of Charity Hospital for over contribution for Denise Issa (not new money) in the amount not to exceed \$833.58, as recommended by the CEO and Chairman. Motion seconded by Anthony DeMarco. Motion roll call as follows:

Mr. Estrada Yes
Mr. DeMarco Yes
Mr. Kruger Yes

Motion passed.

Public Participation

There were no questions from the public.

Adjourn

William Kruger made a motion to adjourn. Motion seconded by Anthony DeMarco. Motion passed by voice vote.

Meeting adjourned at 7:13 p.m.

Submitted by

Lynda Spahr, Clerk for GCCS Board of Trustees

Approved by

William Kruger, Secretary

NON-FRATERNIZATION POLICY

Global Concepts Charter School strives to provide an environment for students, faculty, and staff that is respectful, fair, and free of unlawful harassment or discrimination. The School also strives to avoid actual or perceived potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards.

Consensual dating relationships (including relationships of a romantic or sexual nature involving married or unmarried employees) between a supervisor and someone the supervisor directly or indirectly supervises generally are inappropriate in our workplace, inconsistent with the School's management philosophy and the supervisor's role and responsibilities, and can be at odds with the School's goal of a workplace free from unlawful harassment and discrimination. If such a relationship exists, the involved supervisor and employee shall report the relationship to the supervisor's next level supervisor. The next-level supervisor shall take appropriate steps consistent with this policy, including removing any reporting or similar relationship between the supervisor and employee. For purposes of this policy, a supervisor is someone who has the authority and/or responsibility to hire, promote, discipline, evaluate, assign or direct another employee, or whose recommendations concerning such actions are considered and given weight.

Consensual personal relationships of a romantic or sexual nature between co-workers who are not in a direct or indirect supervisory relationship are not of concern to the School unless conduct associated with that relationship constitutes sexual harassment or discrimination, affects an employee's job evaluation or treatment, or interferes with productivity or harmonious work relationships within the workplace.

No Global Concepts employee, regardless of position, shall pursue, maintain, or otherwise have a romantic or sexual relationship with any student. Any employee who becomes aware of an actual or perceived relationship between an employee and a student must immediately report the situation to the CEO.

Any employee who becomes aware of a relationship prohibited by this policy shall report the relationship to the CEO. If a supervisor other than the CEO receives the report, the supervisor shall inform the CEO, who will coordinate with the supervisor(s) of the involved employees to take appropriate action consistent with this policy.

Employees who violate this policy may be subject to discipline, up to and including termination.

MEDICAL LEAVE OF ABSENCE

Employees may request an extended unpaid leave of absence to deal with their own medical condition, including pregnancy-related disability. Requests will be granted in the School's discretion, taking into account staffing needs, as well as whether the requested unpaid leave is necessary to provide a reasonable accommodation.

Requests for an unpaid medical leave of absence shall be submitted to the CEO or his or her designee. An unpaid medical leave will be granted only after an employee has already used all available accrued, unused paid time off (e.g., vacation, personal, sick). If applicable, an employee may also apply for short-term disability, workers' compensation, or other wage supplement benefits. Further, to the extent an employee is eligible for leave under the federal Family and Medical Leave Act, the FMLA will apply and leave will be administered according to the requirements of the Act.

Employees who request an unpaid medical leave must provide timely and appropriate medical documentation from a health care provider that certifies the employee is medically unable to work and that provides information about the anticipated duration of the leave. Generally, medical documentation should be provided prior to the need for leave, but no later than 15 days after the leave commences if advance notice is not reasonably foreseeable. Global Concepts may request updated medical documentation during the leave, generally every thirty days. Failure to provide medical documentation to substantiate the need for leave (or continued leave) may result in denial of the leave. If a leave continues beyond the initial approved end date without prior authorization and approval, an employee may be deemed to have voluntarily resigned from his or her employment.

Health insurance for an employee on an approved unpaid medical leave will continue for 30 days after the leave commences, unless otherwise required by applicable law or regulation, during which time the employee and Global Concepts will continue to pay their regular shares of the premium. If an approved unpaid medical leave continues after 30 days, an employee may continue to participate in health insurance benefits only if he or she elects COBRA and pays the full premium costs.

Employees who are able to return to work full-time, part-time, or on an alternative reduced leave schedule should contact _____, with at least one week's notice, to make appropriate arrangements. Global Concepts may request a return-to-work certification. If an employee is released to return-to-work with restrictions, he or she should notify _____ before his or her return so that Global Concepts can review and determine whether the restrictions can be reasonably accommodated.

Employees on an approved unpaid leave of absence may not engage in any form of self-employment or perform work for any other employer during that leave unless Global Concepts has approved of such employment and the employee's reason for leave does not preclude such employment.

Any medical documentation obtained pursuant to this policy will be treated as confidential and maintained according to applicable law and regulations, including the Americans with Disabilities Act.