

APPROVED



Brighter Choice Charter Schools

Minutes

Governance Committee Meeting

Date and Time

Thursday October 11, 2018 at 8:30 AM

Location

250 Central Avenue, Albany, NY 12206

Committee Members Present

A. Smith (remote), M. Snyder, N. Velilla, S. Wallace, T. Hanmer, Z. Nelson

Committee Members Absent

None

Committee Members who left before the meeting adjourned

A. Smith

Guests Present

K. Ford, K. Mclean, L. Licygiewicz, S. Jahn, T. Stutsrim

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. Snyder called a meeting of the Governance Committee of Brighter Choice Charter Schools to order on Thursday Oct 11, 2018 at 9:03 AM.

C. Approve Minutes from September 13, 2018

N. Velilla made a motion to approve minutes from the Governance Committee Meeting on 09-13-18 Governance Committee Meeting on 09-13-18.

Z. Nelson seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Governance

A. Executive Session - Review Summary of Evaluation of K. Mclean, Principal, BCCSB

A smaller sub-committee will convene to review Ms. Mclean's self-review and assign values. Any discrepancies in numerical rating values will be explained in a narrative.

B. Executive Session - Finance/Operation Staff Salary

Members present for Executive Session:

Martha Snyder

Trudy Hamner

Shawn Wallace

Nilsa Velilla

Zoe Nelson

Ashley Smith

Teresa Stutsrim

re: S. Jahn - Finance Manager

- Board of Trustees reviewed the Finance Manager job description.
- A smaller sub-committee will review the responsibilities with S. Jahn and work to develop a new evaluation tool.
- An Interim Evaluation will be planned for January, 2019.
- The sub-committee will present the proposed salary increase to S. Jahn.

re: L. Licygiewicz - Operations Manager

- The Board will request that L. Licygiewicz provide a list of deliverables to ensure this matches the Operations Manager job description
- A smaller sub-committee will meet at a later date to evaluate L. Licygiewicz.

C. Leadership Stipend for K. Mclean

T. Hanmer made a motion to to approve the prosed Leadership Stipend, effective August, 1, 2018.

N. Velilla seconded the motion.

The committee **VOTED** unanimously to approve the motion.

D. END of Executive Session

After Executive Session the following people joined the meeting:

Karen Mclean
Kristina Ford
Shawn Jahn
Lukasz Licygiewicz

E. Discuss Excess Kitchen Equipment

L. Licygiewicz has the Board's approval to reach out to possible buyers..
A. Smith left.

F. Admissions Policy

Material revisions to the Admission Policy will not be made. Instead the schools will develop a formula to weight lottery applicants in order to best serve all populations.

G. DSQ Evaluation

Revisit in November.

H. New Board of Trustees Members

Revisit in November.

III. Closing Items

A. Future Agenda Items

- Review By Laws re: Evaluation of Finance and Operations Staff.
- S. Jahn to discuss Merit Pay for SY 2018-19.

B. Adjourn Meeting

T. Hanmer made a motion to adjourn the meeting.

S. Wallace seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:03 AM.

Respectfully Submitted,
A. Smith