

APPROVED



## Brighter Choice Charter Schools

# Minutes

## Governance Committee Meeting

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### **Date and Time**

Thursday October 11, 2018 at 8:30 AM

### **Location**

250 Central Avenue, Albany, NY 12206

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### **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

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## **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