



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

March 7, 2017

- 1. Call to Order.** The regular monthly meeting of the Board of Trustees (the “Board”) of the Charter School of Inquiry (the “School”) was called to order by Helene Kramer, the presiding officer, on **March 7, 2017 at 4:50pm** at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Deborah Porter, Jackie Roberson, Jr., Betty Evans, Peter Dow

Prospective Trustees Present: Patrick Miner, Pamela Nicastro

Excused: Melissa Stadler

Absent: Luke Collard

CSI Staff: Robert Fetter, Head of School

- 2. Proof of Public Notice**

Pursuant to the Open Meetings Law, Helene Kramer shared a notarized affidavit listing the places where the Notice of Meeting held on **March 7, 2017** were posted and a list of media outlets who were asked to publicize the meeting on their community calendars or in their print notices. This notarized affidavit will be kept on file.

- 3. Approve Minutes**

- a. A motion to approve the minutes, as corrected, of the Special Board Meeting of January 24, 2017 was made by Deborah Porter, seconded by Peter Dow and approved unanimously by trustees.
- b. A motion to approve the minutes of the Regular Monthly Board Meeting of February 7, 2017 was made by Deborah Porter, seconded by Peter Dow and approved unanimously by the trustees.

- 4. Announcements**

- a. Cullen Foundation Grant. Peter Dow submitted a proposal for a grant on February 24 to the Cullen Foundation. The proposal titled, “Beyond the Classroom Walls: Building Community Partnership,” includes partnerships with 3 community

organizations to give children more exposure to art and music in order to build literacy and inquiry skills. Notification of award is May 1, 2017.

- b. Read Across America Day was held on March 2, 2017. Guest speakers read a Dr. Seuss book to classes of children.
- c. Lift Every Voice Concert and Art Show was held on Thursday, March 3, 2017. The entire program was a tribute to African-American culture through song, dance, drumming, stepping, rapping, spoken word poetry and art.
- d. Open House for parents interested in enrolling their children in the 2017-18 school year is scheduled for Thursday, March 16, 2017 from 5pm-6:30 to support new student recruitment. Mr. Fetter stated that he also invited parents of current children to attend so they could complete re-enrollment paperwork.

5. Parent Association – Jackie Roberson, Jr., President

- a. Parent Association Meeting. Five parents attended the last Parent Association Meeting on February 16, 2017. The parents are establishing a Conference Call protocol to increase parent participation. This may result in the changing of the day of the monthly meeting to accommodate more parents.
- b. Science Fair. Parent-initiated Science Fair scheduled for late May 2017 to showcase projects that CSI children are working on. Held last year with great success.
- c. Parent initiating Character Building Themes. Parent, Michelle Lane, has volunteered to institute a character-building theme at the school each month. March is Kindness Month.
- d. Next Parent Association meeting. March 16, 2017
- e. Change of clothes for gym. The Parent Association is planning to develop a proposal to submit to the Board of Trustees recommending students can wear sweatpants for Gym class.
- f. Bullying. An issue was discussed on how to address bullying in the school.
- g. Donation to Parent Association. A parent made a donation to the Parent Association. Ms. Kramer will work with M&T to set up a Parent Association account. A thank you with confirmation of the donation should go to the parent.

6. Instruction/School Operations Report - Robert Fetter, Head of School

- a. Presentation: mid-year assessments of ELA and Math. Presented summary level data from mid-year ELA assessments. Much discussion took place. Ms. Kramer asked Mr. Fetter to share the formal intervention plan going forward with the Board.
- b. Current Student Enrollment: 148 students currently enrolled
- c. Student Recruitment 2017-18 – Open House scheduled March 16; ad in Challenger for two weeks; flyers designed and meeting with parents at Head Start Academies; NE Charter School Network's Charter School Fair, Saturday, March 11; Bryon McIntyre's "Inquiring Minds" cable television program.

- d. Academics
 - i. *African & African-American History and Culture Curriculum*. Continuing work on a partnership with Daemen College. Hiring part-time person to help teachers with curriculum on Underground Railroad.
 - ii. *Inquiry Implementation* – Saturday meeting cancelled. Will reschedule.
- e. Classroom Management. – Progressive Discipline Policy. Revised Progressive Discipline Policy is on agenda under New Business. The revised policy is more aligned with Responsive Classroom and has been vetted by the Student Support Team and classroom teachers.
- f. Teacher Perception Survey – Dr. Peter Loehr is following up with teachers on March 8 and will then provide guidance for Mr. Fetter.
- g. Absenteeism / Suspensions. Presented a summary level report of absenteeism / tardiness. Ms. Kramer asked Mr. Fetter to provide a more detailed report at the April meeting and to explain how administration is addressing the issue.
- h. Staffing – recommending two new hires (see Personnel report)
- i. Contracts – None
- j. Other Issues. None.

7. Personnel Committee – Helene Kramer, Board Chair

- a. New Hires (Executive Session).

Motion for Executive Session. Motion to enter executive session to discuss two new hires made by Deborah Porter, seconded by Betty Evans and approved unanimously by the trustees at 7:09 pm.

Motion to Adjourn Executive Session. A motion to adjourn executive session was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the trustees at 7:19 pm.

Executive Session Report. Ms. Kramer reported that the board discussed two new hires, a Teaching Assistant and a long-term music substitute teacher, and asked for a motion to approve the new hires. Peter Dow moved, Betty Evans seconded and the motion was approved unanimously by the trustees.

- b. NYSUT Negotiations Status (Executive Session). No new report.

8. Financial/Audit Committee Report – Luke Collard, Treasurer (Helene Kramer reporting in Mr. Collard’s absence)

- a. Financial Statement for period ending January 31, 2017. Board reviewed the report. Motion to accept made by Deborah Porter, seconded by Peter Dow, and accepted unanimously by the trustees.

- b. State Controller's Audit. Announced that the State Comptroller Audit is now completed. Expect draft report by end of April.

9. New Business

- a. Resolution to Approve Patrick Miner as Trustee and Resolution to Approve Pamela Nicastro as Trustee. Motion to approve resolution to elect two new trustee candidates - Patrick Miner and Pamela Nicastro - made by Peter Dow, seconded by Betty Evans and approved unanimously by trustees.
- b. Strategic Planning. Board agreed to begin a strategic planning process. Dr. Diane Bessel will facilitate. Meetings will begin March 21 and continue through June 24 with 4 sessions in total. The 4 sessions will include respectively (1) focus on mission, vision and values; (2) SWOT analysis; (3) identification of critical issues and key strategies; and (4) review of draft plan. The strategic planning team will include the Board, CSI administrators and selected instructional staff, parents and community members.

10. Other/Open Discussion: None

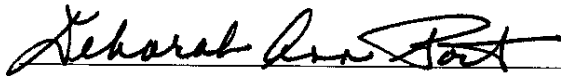
11. Next meeting:

- a. Regular monthly Board meeting – Tuesday, April 4, 2017 at 4:45pm

12. Adjournment:

- a. Motion to adjourn the monthly board meeting made by Deborah Porter, seconded by Betty Evans and approved unanimously by trustees at 7:22pm

Respectfully submitted by:


Deborah Porter

Secretary

4/4/17 Date