



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

April 4, 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 **April 4, 2017 at 5:00 pm** at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Betty Evans, Patrick Miner, Pamela Nicasastro, Deborah Porter, Jackie Roberson, Jr., Melissa Stadler

Excused: Peter Dow

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 **April 4, 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 of the Regular Monthly Board Meeting of March 7, 2017 was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the trustees.

- 4. Announcements**

- a. Luke Collard resigned from CSI Board of Trustees.
- b. Patrick Miner and Pamela Nicasastro approved by NYSED as voting trustees.

EXECUTIVE SESSION:

Ms. Kramer asked for a motion to go into executive session to discuss a personnel issue, a new hire and negotiations with NYSUT. Patrick Miner moved, Betty Evans seconded and the Board voted unanimously to go into executive session at 5:02 pm.

A motion to end executive session was made by Patrick Miner, seconded by Pamela Nicasastro and approved by the Board unanimously at 5:42 pm.

Ms. Kramer announced in Open Session that the Board discussed a Case Study related to a personnel issue, discussed a new hire and the status of union negotiations.

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

Nothing to report.

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

a. ELA and Math.

- i. Intervention Plan for Literacy. Literacy Plan: Spring 2017 distributed, along with a list of current RtI practices put into place to meet students' academic needs, and current practices and future considerations.
- ii. Math Assessment Results. A student by student breakdown of the mid-year aimsWeb Math assessment for all students k-3 was presented. Current and planned interventions were discussed. Intervention groups were reorganized after an examination of the individual skill deficits. Students were grouped based on their common needs. S
- iii. Literacy and Math. Students are progress monitored weekly in order to determine if the course of action taken by the RtI Team is effective for each student. Changes are made when a student falls below the target growth level.

b. Current Student Enrollment: 149 students currently enrolled

c. Student Recruitment 2017-18 – Open House scheduled March 25. New enrollments coming in for Kindergarten and other grades; 50 re-enrollments completed. Following marketing plan.

d. Academics

- i. African & African-American History and Culture Curriculum. Conducting professional development this week with teachers on Underground Railroad, particularly the significance of quilting. Also developed work plan for the Cullen Foundation grant which focuses on infusion of African-American culture through music and art.
 - ii. Inquiry Implementation – Planning professional development for 2017-18 school year with Firsthand Learning. FOSS has offered to do pro bono professional development on the science inquiry kits.
- e. Classroom Management. Implementation of Responsive Classroom continues. Working with Dr. Andy Steck on tailoring the Responsive Classroom approach for CSI and on a professional development plan for 2017-18.
- f. Absenteeism / Suspensions. System in place. Teachers calling. Mr. Fetter conducting follow up.
- g. Staffing – new Teaching Assistant (see Executive Session notes).
- h. Contracts – Quote from Bak USA for 140 Atlas 12 Edu laptops shared with Board. Laptops will replace old laptops in all classrooms, and will be distributed to classroom teachers, special teachers, and administrators. Will be paid through CSP

grant. Motion to approve purchase of \$60,270 made by Patrick Miner, seconded by Melissa Stadler and approved unanimously the the Trustees.

- i. Other Issues. None.

7. Personnel Committee – Helene Kramer, Board Chair

- a. New Hires. See Executive Session notes above.
- b. NYSUT Negotiations Status. See Executive Session notes above.

8. New Business

- a. Approve Patrick Miner as Treasurer of Corporation. Ms. Kramer nominated Patrick Miner to replace Luke Collard as Treasurer of CSI Board and asked for a motion to approve. Motion made by Betty Evans, seconded by Melissa Stadler and approved unanimously by the Trustees.
- b. Board Committee Structure. The Board Committee structure as codified in CSI's bylaws was reviewed. Committee assignments were made as follows:
 - i. Finance/Audit Committee. Patrick Miner, Chair; Betty Evans and Helene Kramer, members.
 - ii. Personnel/ Human Resources. Pamela Nicastro, Chair. Deborah Porter and Melissa Stadler, members.
 - iii. Executive Committee. Helene Kramer, Chair. Peter Dow, Deborah Porter, Patrick Miner, and Pamela Nicastro, members.

9. Financial/Audit Committee Report – Helene Kramer reporting for Luke Collard, Chair

- a. Financial Statement for period ending February 28, 2017. Board reviewed the financial statements from Kirisits & Associates. Motion to accept made by Deborah Porter, seconded by Betty Evans accepted unanimously by the trustees.
- b. Board Resolution to Open Parent Association Account. Kirisits & Associates recommended that the Parent Association checking account be opened under CSI's 501(c)3 at M&T Bank using the same accounting principles as other CSI bank accounts and the same signature authority for checks written on the account. Patrick Miner moved to open a Parent Association account under these conditions. Betty Evans seconded the motion and the Board approved the motion unanimously.
- c. Resolution – Signature Authorization for M&T Checking Account. A new signature authorization is required by M&T Bank due to Luke Collard's resignation from the Board and Patrick Miner becoming the Board Treasurer. A motion to approve Helene Kramer, Robert Fetter, Peter Dow and Patrick Miner as authorized signers of the CSI checking account was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Trustees.
- d. Resolution – Signature Authorization for M&T Parent Association Account. This new account requires signature authorization for M&T Bank. A motion to approve the following authorized signers of the CSI Parent Association checking account - Helene

Kramer, Robert Fetter, Peter Dow and Patrick Miner - was made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by the Trustees.

10. Old Business

- a. Case Study – Review and Recommendations (see Executive Session Report above)
- b. Strategic Planning – Dr. Diane Bessel reviewed notes from CSI’s first strategic planning session held on March 21, 2017.

11. Other/Open Discussion: None

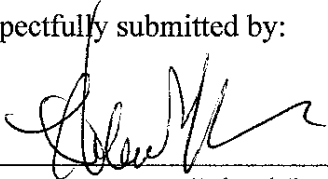
12. Next meeting(s):

- a. Strategic Planning Committee meeting – Tuesday, April 18, 2017 at 4:45 pm in the CSI library.
- b. Regular monthly business meeting – Tuesday, May 2, 2017 at 4:45pm

13. Adjournment:

- a. Motion to adjourn the monthly board meeting made by Melissa Stadler, seconded by Deborah Porter and approved unanimously by trustees at 6:58 pm.

Respectfully submitted by:



Deborah Porter
HELEN KRAMER

BOARD
CHAIR
Secretary

5/2/17

Date