



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

**June 6, 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 June 6, 2017 at 4:52 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Peter Dow, Betty Evans, Patrick Miner, Pamela Nicastro, Jackie Roberson, Jr.

Excused: Deborah Porter, Melissa Stadler

CSI Staff: Robert Fetter, Head of School  
Lynn Monin, Director of Operations

Board Attorney: Steve Polowitz

Board Consultant: Dr. Diane Bessel

- 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 June 6, 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 May 2, 2017 was made by Peter Dow, seconded by Betty Evans and approved unanimously by the trustees.

- 4. Announcements**

- a. NYSED Site Visit Report. Summary of report shared with board. Formal 2-day third year review conducted next Spring. Reviewers use the Charter School Performance Framework to evaluate school against benchmarks.

b. End of Year Student Events.

- i. Field trips for all grades planned.
- ii. Parent Association BBQ and Summer Literacy Event, June 15, 4:30 – 6:00 pm. Literacy kits, including 5 books and a workbook, as well as strategies for how to mitigate summer reading slide, will be distributed to parents.
- iii. Field Day, June 23.
- iv. Kindergarten graduation, June 27, 10:30 am.

c. Recruitment Events

- i. Juneteenth (June 17 and 18). Board members, teachers and staff participating. Will conduct hands-on inquiry exercises, prize wheel, Curious George character, children performing African Drumming with their drumming instructor, Mr. Russell.

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

Mr. Roberson reported that the Parent Association, in collaboration with the school, is sponsoring a BBQ-Literacy Event for all current and newly enrolled parents on June 15, 4:30pm to 6:00 pm.

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

- a. Student Recruitment 2017-18. Mr. Fetter shared chart detailing current status of enrollment for new children and re-enrollment of current children. CSI continues to follow the marketing plan developed with the help of volunteer marketing consultants. Campaign focuses on paid ads and organic ads on Facebook, print advertising, Open Houses, press conferences and press releases, public relations and events in the community.
- b. Staffing. All staff responded to a Request for Intent letter that they plan on returning to CSI for the 2017-18 school year. Mr. Fetter finalizing teacher evaluations, after which he will send letters of invitation to return. Evaluations for Support Staff and Teaching Assistants are scheduled next..
- c. Contracts.
  - i. *Information Technology (IT).* RFP issued, 3 responses. Mr. Fetter recommended PI Synergies, LLC as preferred vendor for new IT infrastructure (hardware and software), and installation of all new BAK laptops. Also included in the proposal was a service agreement, including Help Desk services, for the 2017-18 academic year. After questions and discussion, Jackie Roberson, Jr. made a motion to approve, seconded by Patrick Miner and approved by the Trustees unanimously.

- d. Policies.
  - i. *Emergency School Closing.* Policy developed for emergency school closing, including closing for snow days and for unexpected emergency or maintenance issues. Will vote on policy during New Business section of agenda.
  - ii. *School Safety Plan.* Withdrawn until July 11 board meeting.
- e. Satisfaction Surveys. Satisfaction surveys will be distributed and collected for parents, students and teachers. All surveys are anonymous; they will be collated, analyzed by Dr. Diane Bessel. She will report results to the Board when complete.
- f. Other Issues.
  - i. EOY ELA/Math Reporting. EOY ELA and Math have been completed. Results will be shared with board at July 11 board meeting.

**7. Financial/Audit Committee Report – Patrick Miner, Board Treasurer**

- a. Resolution to Ratify IRS 990 Filing for FY Ending June 30, 2016. A resolution was introduced to ratify the actions of the Finance/Audit Committee with respect to final review, approval and submission to the IRS. Helene Kramer moved, Pam Nicastro seconded and the motion passed unanimously by the Trustees.
- b. Financial Statement for period ending April 30, 2017. Mr. Miner reviewed the financial statements and accompanying discussion/analysis report generated by Kirisits & Associates. He pointed out some key indicators, including current ratio which he noted was favorable. He recommended acceptance of the report. Peter Dow moved, Betty Evans seconded and the motion was approved unanimously by the Trustees.
- c. Budget – 2017-18 Fiscal Year. Mr. Miner presented the budget developed by Head of School and Director of Operations in consultation with Kirisits & Associates. Questions and discussion ensued. Peter Dow moved to adopt the budget as presented for the 2017-18 fiscal year. Jackie Roberson, Jr. seconded and the motion was passed unanimously by the Trustees.

**8. Human Resources / Personnel Committee – Pamela Nicastro, Chair**

- a. NYSUT Negotiations. Discussed in executive session.
- b. Personnel/Staffing 2017-18. Discussed in executive session.

**EXECUTIVE SESSION:**

Ms. Kramer asked for a motion to go into executive session to discuss the status of NYSUT Negotiations and Personnel/Staffing for the 2017-18 school year. Pamela Nicastro moved, Betty Evans seconded and the Board voted unanimously to go into executive session at 6:44 pm.

A motion to end executive session was made by Patrick Miner, seconded by Betty Evans and approved by the Board unanimously at 7:09 pm.

Ms. Kramer announced in Open Session that the Board discussed the negotiations with NYSUT and staffing for the 2017-18 academic year.

## 9. New Business

- a. Resolution to Approve Emergency School Closing Policy. Ms. Kramer reviewed the policy and communication tree. A motion to approve the policy was made by Betty Evans, seconded by Patrick Miner and approved unanimously by the Trustees.
- b. Resolution to Approve Safety Plan. Withdrawn until July 2017.
- c. School Calendar (late item). Mr. Fetter reviewed the school calendar for the 2017-18 academic year. Some discussion took place. Peter Dow moved to approve, Betty Evans seconded and the motion was passed unanimously by the Trustees.

## 10. Old Business

- a. Case Study –
  - i. Parent Association Guidelines. Dr. Diane Bessel reviewed Parent Association Guidelines which were developed to clarify the role of the role of the Parent Association as envisioned by the school's founders.
  - ii. Trustee Job Description. One of the issues identified in the case study was confusion about the role of the Parent Representative on the Board. Mr. Polowitz clarified that the job description for the Parent Representative to the board is the same as all other Trustees; the exception is that the Parent Trustee must be a parent of a child attending CSI and can serve for a maximum of two years or until her/his child is no longer attending the school. All other Trustees are at-large.
- b. Strategic Planning. Ms. Bessel, facilitator of CSI's strategic planning process, reviewed notes from the May 16 strategic planning meeting. She highlighted strategies that received the strongest scores. Next steps are to organize the strategies into goals, develop priorities for implementation, and share the plan with all constituencies. The plan itself will be a simple document outlining major focus areas over two to three years. \*Start time for the June 20 session was changed from 4:45 pm to 4:00 pm.
- c. Charter School Performance Framework. Ms. Kramer noted that the Charter School Performance Framework is the document guiding State Ed's determination for charter renewal. She asked Trustees to become familiar with it as it establishes the benchmarks NYSED will review and identifies the proof of evidence for each benchmark.

## 11. Other/Open Discussion: None

## 12. Next meeting(s):

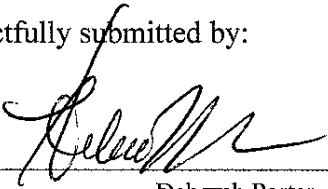
- a. Strategic Planning Committee meeting – Tuesday, June 20, 2017 at 4:00 pm in the CSI library.

- b. Annual Meeting to Elect Officers – Tuesday, July 11, 2017 at 4:45 pm.
- c. Regular monthly business meeting – Tuesday, July 11, 2017 directly following the Annual Meeting.

**13. Adjournment:**

- a. Motion to adjourn the monthly board meeting made by Patrick Miner, seconded by Betty Evans and approved unanimously by trustees at 7:09 pm.

Respectfully submitted by:

  
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Deborah Porter  
HELENE A. KRAMER

Secretary  
BOARD  
CHAIR

7/11/17 Date

