



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

### January 9, 2018

- 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 January 9, 2018 at 4:50 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present: Peter Dow, Betty Evans, Helene Kramer, Pamela Nicastro, Deborah Porter, Jackie Roberson, Jr., Melissa Stadler, Morgan Williams-Bryant

Trustees Excused: Patrick Miner (called in Finance Committee Report)

CSI Staff: Robert Fetter, Head of School

Board Attorney: Steven Polowitz

- 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 January 9, 2018 were posted and a list of media outlets who were asked to publicize the meeting on their community calendars, in their print notices or broadcasts. This notarized affidavit will be kept on file.

- 3. Approve Minutes**

- Regular Business Meeting, December 5, 2017. A motion to approve minutes was made by Peter Dow, seconded by Deborah Porter and approved unanimously by the Board.

- 4. Announcements / Updates**

NYSED Site Visit. Mr. Fetter reported that Susan Gibbons, CSI’s liaison from NYSED’s Charter School Office, is planning a site visit February 15 and 16. This is our first formal site visit; Board members may be asked to participate. More information will follow.

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

- No report.

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

- a. Dashboard Reports. Reviewed highlights of the dashboard reports, including need for additional special education teacher, attendance issues and new attendance plan, new hires, new positions requested, and proposal for new copiers. Mr. Fetter also reviewed the work of the new Student Support Coordinator on issues of student behavior and student attendance.
- b. School Safety Plan. An update on the status of the school safety plan was reviewed. School Messenger cannot be implemented until BOCES conducts training, which will occur this month. Mr. Fetter scheduling a date with WNY Maritime Charter School to provide multi-hazard training. Next quarterly progress meeting scheduled for January 22, 2018. Will meet with officials from Faith Bible Tabernacle, across the street from the school, to coordinate evacuation procedures. Copies of the plan will be sent to Buffalo Police and State Police officials in Spring 2018.
- c. Other Issues. None.

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

- a. Financial Statement for period ending November 30, 2017. Mr. Miner reviewed the financial statements and other Finance Committee matters over the telephone as he was unable to attend the meeting due to illness. He reported that the financials for the period ending November 30, 2017 remained solid with a favorable variance and good current ratio. Unfavorable variances were discussed and explained satisfactorily during the Finance Committee meeting.
- b. Long-term Financial Planning Sub-Committee, including facility planning. Tabled until February meeting.
- c. New Positions. At its meeting on January 2, 2018, the Finance Committee approved adding two new teaching assistant positions for 4<sup>th</sup> grade. The new positions were budget neutral and cost justified by removing an open but unfilled line from the budget. Deborah Porter moved, Melissa Stadler seconded, and the board unanimously approved adding the two positions.
- d. New Copier Lease. An evaluation of multiple copier vendors was completed by staff who recommended ComDoc. The cost of the ComDoc lease is lower than the current vendor and better service is expected. Betty Evans moved, Jackie Roberson, Jr. seconded and the board voted unanimously to approve the new copier lease.
- e. Parent Association Account at M&T Bank. Mr. Miner reported that the Parent Association account (\$123) at M&T Bank was closed. The funds were transferred to the general checking account; Kirisits & Associates, CSI's accounting firm, will handle the Parent Association transactions through internal codes in the school's accounting system.

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

- a. NYS Paid Family Leave. NYS Paid Family Leave is a new law enacted by NYS to offer a paid leave of absence to employees under certain circumstances. The law became effective January 1, 2018. Benefits are financed by employee contributions collected through payroll deductions. The cost to CSI is for replacement workers when an employee takes approved Paid Family Leave. Updates were made to the Employee Handbook and shared with all employees.
- b. New Hires. Motion to approve 3 new hires included in the budget – Student Support Coordinator, Teaching Assistant for Kindergarten, and a Teaching Assistant for 3<sup>rd</sup> grade – was made by Peter Dow, seconded by Morgan Williams-Bryant, and approved unanimously by the trustees.
- c. NYSUT Union Negotiations (Executive Session)
- d. Confidential Legal Issue (Executive Session)

### EXECUTIVE SESSION:

Ms. Kramer requested a motion to go into executive session to discuss the status of confidential NYSUT negotiations and a confidential legal matter. Melissa Stadler approved, Deborah Porter seconded and the Board voted unanimously to go into executive session at 6:10 pm.

A motion to end executive session was made by Peter Dow, seconded by Morgan Williams-Bryant and approved by the Board unanimously at 7:28 pm.

Ms. Kramer announced in Open Session that the Board discussed the status of confidential negotiations with NYSUT and a confidential legal matter.

## 9. New Business

- a. Complaint Policy. An updated Complaint Policy was introduced to replace the previous one adopted by the Board on March 3, 2015. The new policy is more detailed and was vetted through NYSED.
- b. Escalation Procedure for Parent Concerns. The draft escalation procedures were revised to be consistent with the Complaint Policy. Mr. Roberson suggested that both the Complaint Policy and Escalation Procedures be shared with parents.
- c. Contract - APA Solutions for 360 Assessment Follow-up Activities. A motion to approve a continuation proposal from APA Solutions was made by Deborah Porter, seconded by Peter Dow and approved unanimously by the trustees.

## 10. Next meeting(s):

- a. Regular monthly business meeting – Tuesday, February 6, 2018 at 4:45 pm

**11. Adjournment:**

- a. Motion to adjourn the monthly board meeting made by Deborah Porter, seconded by Melissa Stadler, and approved unanimously by trustees at 7:32 pm.

Respectfully submitted by:

*Deborah Ann Porter*  
Deborah Porter

Secretary

2/6/2018 Date