



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

**January 10, 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 **January 10, 2017 at 4:59 pm** at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees present: Helene Kramer, Peter Dow, Betty Evans, Melissa Sadler, Jackie Roberson, Jr.

Prospective Trustees present: Patrick Miner, Pamela Nicastro

Excused: Deborah Porter, 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 for the meeting held on **January 10, 2017** were posted and a list of media outlets 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 motion to approve minutes of the **December 6, 2016** regular monthly business meeting was made by Peter Dow, seconded by Melissa Sadler and approved unanimously by the trustees.

- 4. Announcements / Updates**

- Ms. Kramer introduced Pamela Nicastro, a new board member pending NYSED approval. Ms. Nicastro shared her background in human resources, personnel and labor relations.

- 5. Parent Association (PA) Report – Jackie Roberson, Jr., President**

Mr. Roberson reported that the December 15 meeting was canceled due to weather. The next meeting is scheduled January 19, 2017.

Mr. Roberson introduced several parents in attendance at the board meeting who shared their experiences with the school.

Mr. Roberson asked if we could discuss the Extended Day Policy which appears later on the agenda. The Board agreed to move it up. There was considerable discussion. The policy was referred to the Parent Association for parent review and suggestions.

#### **6. Instruction / School Operations Report – Robert Fetter**

- a. Current Student Enrollment. Current enrollment is 149 students.
- b. Student Recruitment. Meeting scheduled for January 5 was rescheduled due to weather. Meeting will be held January 12 at 4 pm.
- c. Academics.
  - i. Literacy/math remediation. Literacy and math mid-year assessments are currently underway. Expect to report results at February 7 board meeting.
  - ii. African & African-American History and Culture Curriculum.
    - Teachers currently working on monthly themes established during the summer.
    - Working with Daemen College on potential partnership, including curriculum development.
    - Planning multicultural event in late February or early March. It will include music, dance, spoken word, and an art show.
  - iii. Inquiry Implementation. Working with Firsthand Learning to develop a Saturday Inquiry Institute for teacher professional development. It will start in February and be scheduled once a month thereafter.
- d. Classroom Management. Dr. Andy Steck, CSI's Responsive Classroom (RC) trainer, is reviewing CSI's progressive discipline policy to see how well it is aligned with RC. Revisions to the policy will be made as appropriate and brought back to the board for discussion and approval. The Student Support Team is involved.
- e. Absenteeism/Suspensions. Mr. Fetter shared a report on absenteeism generated from eSchool. He and CSI's social worker are addressing the more serious cases.
- f. Staffing. All positions are filled except for the Response to Intervention Specialist. Still reviewing resumes and scheduling interviews.
- g. Contracts – RFP being developed for IT Services to replace BCOME-WNY, which is not offering IT services any longer.
- h. Policies: Extended Day Program. Referred to Parent Association for their review and recommendations.
- i. Other Issues. None

#### **7. Personnel Committee Report – Helene Kramer Reporting**

- a. New Hires
- b. NYSUT Negotiations Status

Motion for Executive Session. Ms. Kramer asked for a motion to go into Executive Session to discuss new hires and union negotiations. Melissa Stadler moved, Jackie Roberson, Jr. seconded, and the motion was approved unanimously by the trustees. The Board went into Executive Session at 6:15 pm.

Motion to Allow Non-Voting Trustees into Executive Session. Melissa Sadler moved, Peter Dow seconded and the motion was approved unanimously by the board at 6:16 pm.

Motion to Adjourn Executive Session. A motion to adjourn Executive Session was made by Melissa Stadler, seconded by Peter Dow and approved unanimously by the trustees. The Board moved out of Executive Session at 6:30 pm.

Executive Session Report:

The Board Chair reported that the board discussed two new hires and the status of NYSUT union negotiations. She asked for a motion to approve the new hires. Peter Dow moved, Betty Evans seconded and the board voted unanimously to approve.

**8. Finance/Audit Committee Report – Luke Collard, Chair & Treasurer (Helene Kramer acting on behalf).**

- a. Financial Statements, period ending November 30. Reports were reviewed.
- b. State Controllers Audit. State auditors are still collecting documents.

**9. Old Business.** None

**10. New Business**

- a. Extended Day Policy. Referred to Parent Association for review and recommendations.
- b. Cullen Foundation Grant Opportunity. Information about the grant was discussed. Board approved going forward.
- c. Discuss Potential Charter Revisions. Board discussed possibility of adding (1) Universal PreKindergarten for 4-year olds, which became permissible for charter schools in 2014, and (2) 7<sup>th</sup> and 8<sup>th</sup> grade. Action Items: Parent Association will discuss and offer opinion; Ms. Kramer will contact the BPS director of early childhood find out about the RFP process associated with adding UPK.


**11. Other / Open Discussion.** None

**12. Next Meetings(s).** Ms. Kramer reminded the board about two upcoming board meetings:

- a. Special Meeting for Board Training – January 24, 2017, 4:45 pm
- b. Regular monthly business meeting – February 7, 2017, 4:45 pm (Peter Dow presiding)

13. **Adjournment.** Melissa Stadler moved to adjourn the meeting, Peter Dow seconded and the Board approved the motion unanimously. The meeting adjourned at 6:32 pm.

Respectfully submitted by:

  
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Deborah Porter

Secretary

1/10/17 Date