



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

April 3, 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 April 3, 2018 at 4:55 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

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

Trustees Excused: Patrick Miner

CSI Staff: Robert Fetter, Head of School

Board Attorney: Steven Polowitz

Prospective New Trustee: Stephanie Adams

- 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 3 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**

- a. Regular Business Meeting, March 6, 2018. A motion to approve minutes was made by Deborah Porter, seconded by Betty Evans and approved unanimously by the Board.

- 4. Announcements / Updates**

- a. Pamela Nicastro Resignation from Board. Ms. Kramer announced that Ms. Nicastro will resign from the CSI Board effective after the May 1 trustee meeting because of work conflicts.
- b. Stephanie Adams. Ms. Kramer announced that Ms. Adams has completed all of the documentation and background check for submission to NYSED-Charter School Office for approval as a final trustee.

5. Parent Association – Robert Fetter

No report.

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

- a. Dashboard Reports. Discussed retention/promotion activities, and preparation for the State ELA/Math assessments. Working with BOCES, identified gaps in student knowledge, and conducted practice exams. The ELA assessment will be administered week of April 9; Math assessments will be administered in May.
- b. School Safety Plan. In process of developing plan with Faith Bible Tabernacle (FBT) Church (across the street) as CSI's evacuation site. It had been the evacuation site for Community Charter School when it was open in our building before CSI started. FBT will send a revised version of the agreement they had with Community Charter. After that, the agreement will be reviewed by FBT's and CSI's legal counsel for review. Then, we will get a code to enter the church and access to wi-fi. FBT will give us space to store non-perishable items, such as bottled water. Barry Schaub is working on developing the written evacuation plan, including procedures for getting children from the school to the church. A lockdown drill was held last week.
- c. Other Issues. None.

7. Financial/Audit Committee Report – Patrick Miner, Board Treasurer (Helene Kramer reporting)

- a. Financial Statement for period ending February 28, 2018. Ms. Kramer reviewed the financial statements. She reported a favorable variance and current ratio. The Capital Reserve Fund has been established with M&T Bank. .
- b. Raises for non-union employees. Mr. Fetter presented a recommendation to the Finance Committee to approve raises for non-union employees. Mr. Miner acknowledged the valuable contributions of CSI's non-union employees but felt that he needed a salary history from Alcott to get more data. The issue will be revisited.
- c. Disposal of old tech equipment. Ms. Kramer shared information about old technology equipment (laptops, monitors, printers, network equipment) that our technology consultants suggested for disposal. Most of the equipment was in the building when we purchased it at auction. The equipment is outdated and taking up storage space. Mr. Polowitz suggested that we add a column to the inventory listing salvage value, even it is \$0. Ms. Kramer will follow up with staff.

8. Human Resources / Personnel Committee – Helene Kramer reporting

- a. Job Description: ENL/ Environmental Services Teacher (part-time). Reviewed job description and rationale. Motion to approve made by Pamela Nicaastro, seconded by Morgan Williams-Bryant and approved unanimously by the trustees.
- b. NYSUT Union Negotiations. Ms. Kramer brought the board up to date on the current status of negotiations, including a summary of the charges under review by the NLRB.

She also informed the trustees that NYSUT filed a complaint with the NYSED Charter School Office alleging that CSI has not responded to complaints filed by the union. Ms. Poricanin, CSI's labor attorney, is communicating with CSO about the issue.

c. Confidential Personnel Issue (Executive Session)

EXECUTIVE SESSION:

Ms. Kramer requested a motion to go into executive session to discuss a confidential personnel matter. Pamela Nicasastro moved, Betty Evans seconded, and the Board voted unanimously to go into executive session at 5:55 pm.

A motion to end executive session was made by Deborah Porter, seconded by Betty Evans and approved by the Board unanimously at 7:26 pm.

Ms. Kramer announced in Open Session that the Board discussed a confidential personnel matter.

- d. APA Solutions – Proposal for additional human resources consulting services. A motion to approve a proposal with APA Solutions for additional human resources consulting services was made by Melissa Stadler, seconded by Betty Evans and approved unanimously by the trustees.

9. New Business

- a. Select Stephanie Adams as Final Trustee Candidate. A motion to approve a resolution to select Stephanie R. Adams as a final trustee candidate, pending SED approval was made by Melissa Stadler, seconded by Betty Evans and approved unanimously by the trustees. Ms. Kramer will inform the trustees once final approval from State Ed is granted.

10. Old Business

- a. Strategic Planning Implementation – Status. Student Recruitment: Current student recruitment activity was reported. Ms. Kramer distributed recruitment flyers and asked Board members to post or distribute them at their churches, social groups, or other places they visit. The first literature drop was scheduled for Thursday, April 19 at 5:15 pm with Ms. Evans, Ms. Adams, Ms. Bryant-Williams and Ms. Kramer.

11. Next meeting(s):

- a. Regular monthly business meeting – Tuesday, May 1, 2018 at 4:45 pm

12. Adjournment:

- a. Motion to adjourn the monthly board meeting made by Deborah Porter, seconded by Melisa Stadler and approved unanimously by trustees at 7:28 pm.

Respectfully submitted by:



Deborah A. Porter, Secretary

4/5/2018 Date