



Charter School of Inquiry (CSI)

Regular Monthly Board Meeting Minutes

May 1, 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 4:45 pm at the Charter School of Inquiry, 404 Edison Street, Buffalo, New York 14215.

Trustees Present: Stephanie Adams, Peter Dow, Morgan Williams-Bryant, Betty Evans, Helene Kramer, Patrick Miner, Pamela Nicasastro, Deborah Porter, Melissa Stadler

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 May 1 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, April 3, 2018. Correction made to minutes. A motion to approve minutes as amended was made by Deborah Porter, seconded by Peter Dow and approved unanimously by the Board.

- 4. Announcements / Updates**

- Stephanie Adams. Ms. Adams was approved by NYSED-Charter School Office as a new voting trustee. The Board welcomed her.
- Upcoming School Events. Mr. Fetter reviewed CSI’s upcoming school events. Ms. Kramer encouraged Board members to attend these events if possible. She also distributed a sign-up sheet for trustees to volunteer to participate in external events such as Juneteenth and WNY World Refugee Day, as well as literature drops.
- Satisfaction Surveys. As required by our CSI charter, CSI will distribute satisfaction surveys to teachers, parents and children. The surveys will be distributed and scored in May. Results will be shared with the Board as soon as available.

- d. Pamela Nicastro Resignation from Board. Ms. Nicastro gave verbal notice of resignation from the Board on March 8, 2018. She submitted her written letter of resignation, dated May 1, 2018, citing her increasing work responsibilities. The Board thanked her for her many contributions. She will be missed.
- e. Board Member Recruitment. The Board is interviewing new board member candidates in the areas of HR/Personnel, Fund Development and a Parent Representative.

5. Parent Association

No report.

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

- a. Dashboard Reports. Discussed student enrollment and student attendance for this academic year. Also reviewed new student enrollment and re-enrollment for 2018-19.
- b. ELA/Math/Science Assessments. Discussed 3rd and 4th grade teacher perceptions of NYS ELA assessments administered in April. Math assessments being administered today (May 1) and May 2. Science assessments for 4th graders will be scheduled before June 1.
- c. School Safety Plan. The agreement between CSI and Faith Bible Tabernacle (FBT) Church to use FBT as CSI's evacuation site was reviewed by FBT's and CSI's legal counsel and has been finalized. Mr. Fetter distributed the full Safety Plan to the Board and asked for feedback at the June board meeting. The plan will also be shared with teachers for their feedback, and with Buffalo Police and other emergency first responders. The plan will be submitted to NYSED with this year's reports.
- d. Other Issues. None.

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

- a. Financial Statement for period ending March 31, 2018. Mr. Miner reviewed the financial statements and reported a favorable variance and current ratio. A motion to accept the draft financial statements was made by Peter Dow, seconded by Morgan Williams-Bryant and approved unanimously by the Trustees.
- b. Budget Development for 2018-19. A draft budget prepared by Mr. Fetter for 2018-19 was reviewed at Finance Committee. Mr. Miner listed some of the additions to budget and the rationale. The draft budget will be finalized by the Head of School, along with Kirisits & Associates and CSI's director of operations. The final budget will be reviewed at the next Finance Committee meeting, and will be presented to the Board at its June business meeting for review and approval. Once approved, it will be sent to NYSED as CSI's budget for the 2018-19 fiscal year.

- c. Contract – Firsthand Learning, Inc. A contract with Firsthand Learning (FHL) for 2017-18 was presented. The purpose is to (1) conduct inquiry coaching for teachers and (2) begin development of an inquiry-based interdisciplinary curriculum infused with African and African-American history and culture, as defined in CSI's charter application. A motion to approve the contract was made by Melissa Stadler, seconded by Pamela Nicastro and approved unanimously by the Trustees, with Peter Dow recusing himself from the vote because of his association with Firsthand Learning, Inc.
- d. Contract – Scholastic Books. Mr. Fetter requested a late item to purchase books from Scholastic Books, They will be distributed at CSI's Summer Literacy BBQ on June 13 to launch CSI's summer literacy program. The books will be distributed to children currently enrolled as well as new children enrolled for the 2018-19 school year. There was discussion about how to determine the effectiveness of the program. Mr. Fetter reported that children sign a commitment to do the summer reading, but he and Mr. Schaub will work on a structure to better determine effectiveness of the program.

8. Human Resources / Personnel Committee – Helene Kramer reporting

- a. NYSUT Union Negotiations. Ms. Kramer informed the Board that the original NLRB hearing had been postponed because Mr. Miller, the NLRB investigator, was on medical leave. He is back now and hearings are scheduled for the week of May 7 with Lynn Monin and Rob Fetter. Emina Poricanin, our labor attorney, will be present at both hearings.
- b. Confidential Personnel Matters (executive session)
- c. Confidential Legal Matter (executive session)

EXECUTIVE SESSION:

Ms. Kramer requested a motion to go into executive session to discuss confidential personnel matters and a confidential legal matter. Melissa Stadler moved, Betty Evans seconded, and the board unanimously approved the motion to go into executive session at 5:59 pm.

A motion to end executive session was made by Melissa Stadler, seconded by Pamela Nicastro and approved by the Board unanimously at 7:30 pm.

Ms. Kramer announced in Open Session that the Board discussed confidential personnel matters and a confidential legal matter. She asked the board to approve the following:

- 1) Offer of employment to new Head of School. Ms. Kramer asked for a motion to approve making an offer of employment to a newly-selected Head of School.

Peter Dow made the motion to approve, Melissa Stadler seconded, and the Board approved the motion unanimously.

- 2) APA Solutions – Proposal for additional human resources consulting services. A motion to approve a proposal with APA Solutions to conduct reference and background checks for the prospective new Head of School was made by Peter Dow, seconded by Melissa Stadler, and approved unanimously by the trustees.
 - 3) Separation Agreement for CSI’s current Head of School. Ms. Kramer asked for a motion to approve a separation agreement for Mr. Fetter. Pamela Nicaastro moved, Betty Evans seconded, and the trustees unanimously approved the motion.
- d. New Hire. Mr. Fetter recommended hiring a new per diem substitute teacher. Deborah Porter moved, Patrick Miner seconded, and the board unanimously approved the motion to hire.

9. New Business

- a. Revise Board By-laws. Board by-laws were revised to delete language about non-voting trustees (revision made at the suggestion of NYSED-CSO). Language about the initial Board of Trustees and Initial Terms of Office was also deleted since all of the initial trustees have served their initial terms. A motion to approve revising the by-laws was made by Deborah Porter, seconded by Peter Dow and unanimously approved by the trustees.

10. Old Business

- a. Strategic Planning Implementation
 - 1) Student Recruitment: Ms. Kramer distributed recruitment flyers and asked Board members to post or distribute them at their churches, social groups, or other places they visit. She will schedule literature drops based on trustees’ reported availability.
 - 2) Behavior Challenges/School Culture. Mr. Fetter reported that members of the Behavior Challenges Committee were meeting with teachers to assess their perceptions about school culture.

11. Other / Open Discussion

- a. School Calendar. Ms. Nicaastro suggested that Mr. Fetter file a notice with NYSUT for an extension of approval of the school calendar until June 5 when the board will meet to formally approve it.


12. Next meeting(s):

- a. Regular monthly business meeting – Tuesday, June 5, 2018 at 4:45 pm

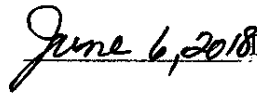
13. Adjournment:

- a. Motion to adjourn the monthly board meeting made by Deborah Porter, seconded by Melissa Stadler and approved unanimously by trustees at 7:38 pm.

Respectfully submitted by:



Deborah A. Porter, Secretary

 Date