



# Charter School of Inquiry (CSI)

## Regular Monthly Board Meeting Minutes

May 2, 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 May 2, 2017 at 5:05 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., Melissa Stadler

Excused: Deborah Porter

CSI Staff: Robert Fetter, Head of School

Board Attorney: Steve 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 2, 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 April 4, 2017 was made by Peter Dow, seconded by Pamela Nicastro and approved unanimously by the trustees.

- 4. Announcements**

- a. Cullen Foundation Grant. Grant not awarded, although CSI was encouraged to apply in next round.
- b. Daemen College Memorandum of Understanding. CSI and Daemen College developed the framework for a partnership. Trustees will vote on accepting the MOU during the New Business section of the agenda.
- c. NYSED – CSO Visit. Susan Gibbons, CSI’s liaison to NYSED-Charter School Office made an informal visit to the school on April 21. Met with school leaders and toured classrooms. First formal visit will take place next year.

- d. Satisfaction Surveys. CSI will conduct satisfaction surveys with parents, teachers and children between the end of May and June. Schedule of surveys shared with Board. All will be administered and scored by Dr. Diane Bessel and all will be anonymous.
- e. Teacher Appreciation Day, May 9. CSI Board will sponsor a lunch for teachers on Tuesday, May 9, in appreciation for their work at the school.
- f. July Board Meeting and Annual Meeting – Reschedule. July board meeting falls on July 4. Board agreed to reschedule to Tuesday, July 11.

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

No report.

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

- a. Current Student Enrollment: 148 students currently enrolled
- b. Student Recruitment 2017-18 – Open House scheduled May 31. Recruitment strategies developed in marketing plan are ongoing. Head of School will coordinate the development of a targeted marketing plan for English-language learners.
- c. Student Progress
  - i. *Literacy plan / results of interventions*. Reviewed progress monitoring status report from AIMSweb with specific intervention areas for RtI Tier 3 children in ELA and math.
  - ii. *Review mid-year math assessments*. Mid-year assessments shared showing number and percent of children at each skill level.
  - iii. *Schedule of EOY literacy and math assessments (local)*. Final assessments for ELA and math will be conducted mid-May.
- d. Classroom Management. Working with Dr. Andy Steck on full implementation of Responsive Classroom with strong focus on the “First Six Weeks” component for the 2017-18 academic year.
- e. Extended day plan for 2017-18. Have been reviewing proposals from several contractors. Will have recommendation for board to approve at June meeting.
- f. Staffing. See executive session notes.
- g. Contracts – None
- h. Policies. Emergency School Closing. Had recent maintenance issue which required that school to close for three days. Although CSI has clear policy about closing for snow days, there was no policy about how to communicate with parents and staff when there were other unexpected needs to close the school. Revised policy drafted. Will review in New Business.
- i. Other Issues. None.

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

- a. New Hires. Discussed in executive session.
- b. Health Benefits for Non-Union Staff. Discussed in executive session.
- c. NYSUT Negotiations Status. Discussed in executive session.
- d. Procedures for Approving HR/Personnel Matters. Discussed responsibilities of administration vis-à-vis board of trustees in areas of new hires, salary or benefits changes, new or revised job descriptions, etc. Ms. Nicastro reported that she was going to develop written protocols for operation of the HR/Personnel Committee.

### **EXECUTIVE SESSION:**

Ms. Kramer asked for a motion to go into executive session to discuss new hires, health benefits for non-union staff, and negotiations with NYSUT. Melissa Stadler moved, Pamela Nicastro seconded and the Board voted unanimously to go into executive session at 6:48 pm.

A motion to end executive session was made by Peter Dow, seconded by Melissa Stadler and approved by the Board unanimously at 7:26 pm.

Ms. Kramer announced in Open Session that the Board discussed two new hires, health benefits for non-union staff, and status of union negotiations.

### Actions from Executive Session:

Pamela Nicastro moved and Peter Dow seconded the motion to hire a new on-call sub and a long-term sub to help with RtI literacy interventions. Board approved motion unanimously.

Jackie Roberson, Jr. moved and Melissa Stadler seconded a motion to adjust health benefits for non-union staff. Board approved motion unanimously.

## **8. New Business**

- a. Resolution to Approve Standing Board Committees. Motion to approve resolution was made by Peter Dow, seconded by Melissa Sadler and approved unanimously by the trustees.
- b. Resolution to Approve Emergency School Closing Policy. Tabled until June meeting.
- c. Resolution to Approve Memorandum of Understanding (MOU) with Daemen College. Reviewed and discussed MOU. Motion to approve made by Patrick Miner, seconded by Pamela Nicastro and approved unanimously by the trustees.

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

- a. Financial Statement for period ending March 31, 2017. Mr. Miner reported that he spoke with Kirisits & Associates about the timeline for getting the monthly financial statements and about aligning the lines in the financial statement with the budget line

items. He reviewed the March 31 financials and reported that they were satisfactory. Patrick Miner moved to accept the March 31, 2017 financials, Helene Kramer seconded and the motion was approved unanimously by the trustees.

- b. Resolution to Transfer Funds from Operating to Dissolution Escrow Account. Motion to transfer \$25,000 from CSI's operating account to dissolution escrow account held at M&T Bank made by Patrick Miner, seconded by Peter Dow and approved unanimously by the trustees.
- c. Budget Development 2017-18 / Process and Timeline. The Head of School and Director of Operations have been working on the budget with Kirisits & Associates. It will be reviewed by the Finance Committee in mid-May so it can be brought to the board for recommendation and approval at the June 6 regular business meeting. Once approved by the board, the budget will be submitted to NYSED.
- d. IRS 990 for Year Ending June 30, 2016. (late item) Board Treasurer received copy of IRS 990 this afternoon. Will call meeting of the Finance Committee to review before recommending board to approve. Must be submitted to IRS by May 15.

#### 10. Old Business

- a. Case Study – Distributed several draft documents prepared by Dr. Diane Bessel; these include a description of the role of the Parent Association (PA), PA charter and bylaws, job description for the parent trustee on the board of trustees, and escalation procedures to follow when there are parent or guardian concerns. Dr. Bessel will review all documents with the Board at the June 6 board meeting.
- b. Strategic Planning – Notes from April 18 strategic planning meeting briefly reviewed. Next session on May 16 will include review of the SWOT analysis, identifying critical issues, and drafting goals and strategies.

#### 11. Other/Open Discussion: None

#### 12. Next meeting(s):

- a. Strategic Planning Committee meeting – Tuesday, May 16, 2017 at 4:45 pm in the CSI library.
- b. Regular monthly business meeting – Tuesday, June 6, 2017 at 4:45pm.

#### 13. Adjournment:

- a. Motion to adjourn the monthly board meeting made by Melissa Stadler, seconded by Peter Dow and approved unanimously by trustees at 7:23 pm.

Respectfully submitted by:

\_\_\_\_\_ Secretary \_\_\_\_\_ Date  
Deborah Porter